Rail System Rule Book

Effective April 2021

This book is the property of the Chicago Transit Authority.
It must be returned when the employee leaves the service.

Chicago Transit Authority

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FOREWORD

Safe, efficient public transportation is essential to the social and economic well-being of all the people of the Chicago metropolitan area.

Employees in every department of the Chicago Transit Authority can be proud of the essential public service they perform. We are all in the business of providing this service and we must always be mindful of our continuing obligations to our customers and to the public in general. Through their fares and taxes, they pay our wages and expect and deserve exemplary service from employees who perform their duties in a diligent, competent, courteous and careful manner.

To guide employees in the performance of these important tasks, the Authority has established rules governing conduct and work performance. These rules are the result of over a century of experience. They provide employees with practical guidelines for successful careers in public transit and they help ensure the public will have the reliable, safe and cost-effective service it rightfully deserves.

This is the Rail System Rule Book containing rules which are binding upon employees providing rapid transit services offered by the Authority. Each such employee must know, understand and comply with every one of these rules. Other rules are set forth in the General Rule Book, executive orders and bulletins.

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Replace
Stinger
when
not in
use

Section R1 - General Information

R1.1 Definitions and acronyms

R1.1.1 A-car – The odd numbered car of a unit that shares mechanical and electrical equipment with another car (the B-car), which is coupled semi-permanently forming a married pair.

R1.1.2 Add – Cars to be coupled to a train.

R1.1.3 ATC – Automatic Train Control.

R1.1.4 ADU – Aspect Display Unit (see R4.3.6).

R1.1.5 Auxiliary entrance – A station entrance that is not normally staffed by CTA personnel.

R1.1.6 B-car – The even numbered car of a unit that shares mechanical and electrical equipment with another car (the A-car), which is coupled semi-permanently forming a married pair.

R1.1.7 Bad order (BO) – A piece of equipment that needs repair.

R1.1.8 Backfeed – When voltage originates from a source other than the line slide of the disconnecting means.

R1.1.9 Berthing allowance – The distance beyond the berth marker within which the operator must stop the front corner posts of the head car.

R1.1.10 Berth marker – A sign indicating the stopping point for a train having a *designated* number of cars.

R1.1.11 Buffer train – A non-revenue train made up of cars with fully functioning motors and friction brakes that immediately follows a transfer of coach unit(s).

R1.1.12 Bypass – A switch that *can be activated to override a defective safety feature.*

R1.1.13 Center track – A parallel track (running for a short distance) situated between revenue service tracks which is accessed via manually operated track switches.

R1.1.14 Coach car – A revenue car that has its braking and propulsion controls disabled by rail maintenance. Can only be used in revenue service with the permission of the Chief Operating Officer.

R1.1.15 Coach unit – A revenue unit that has its braking and propulsion controls disabled by rail maintenance, has its contact points retracted and is mechanically coupled to another unit. Can not be used in revenue service.

R1.1.16 Consist box – A single-digit display unit manually set by the operator located in the motorcab of 2600 and 3200 series cars used to help remind operators of the number cars in the train's consist.

R1.1.17 CCO – *Control Center Operations.*

R1.1.18 CSA – Rail Customer Service Assistant.

R1.1.19 CSR – Rail Customer Service Representative.

R1.1.20 Cut – Cars to be uncoupled from a train.

R1.1.21 *Cut* gap – A minimum six (6)-foot physical gap in the third rail typically located in a station platform area to allow for the safe coupling and uncoupling of cars. A *cut* gap can be bridged by the trolley *shoes* of a single rail car.

R1.1.22 Dead man switch (feature) – A switch that is automatically activated when the master controller handle is released. Opening the dead man switch while the train is moving results in a full service *brake* application.

R1.1.23 Door cutout *switch* – A switch used to deactivate a side door so that it remains closed regardless of the operation of the door controls.

R1.1.24 Double slip switch (DSS) – *A rigid switch joining two tracks at a narrow angle* made up of eight (8) moveable switch points that give the possibility of setting four (4) distinct paths of travel.

R1.1.25 Dynamic braking – The use of an electric traction motor as a generator that is the train's primary of source braking.

R1.1.26 Equipment transfer – The act of relocating railborne equipment from one yard to another yard via mainline track, not in revenue service.

R1.1.27 Expansion gap – A physical gap in the third rail typically four (4) feet long within the limits of a single power section that allows for the expansion and contraction of the rail. An expansion gap can be bridged by the trolley *shoes* of a single rail car.

R1.1.28 Extra train – Any *unscheduled* train.

R1.1.29 Follower – The train immediately behind a given train.

R1.1.30 Frog – *The static or moveable* crossing point of two (2) rails; *the wheel flange guide in the crossing point of two (2) rails.*

R1.1.31 Horse – A train made up of cars with fully functioning motors and friction brakes that are coupled to cars that either cannot brake on their own or are situated or to be placed on dead tracks.

R1.1.32 IDOT – Illinois Department of Transportation.

R1.1.33 Independent power section – A power section that has power supplied from one (1) source.

R1.1.34 Isolating power – Creating an electrical separation of a power section into smaller portions.

R1.1.35 Lay-up – A train taken out of road service into a yard.

R1.1.36 Leader – The train immediately ahead of a given train.

R1.1.37 Loitering (continuous riding) – Remaining on the CTA system for more than one (1) continuous trip without exiting the paid area and reentering by paying a second fare or riding on the system continuously in excess of two (2) hours without exiting the system.

R1.1.38 Main entrance – A station entrance that is always staffed by CTA personnel.

R1.1.39 MCCO – Motor control cut out *(switch).*

R1.1.40 Middle track – A parallel track (running for a short distance) situated between revenue service tracks that is accessed via interlocking switches and signals.

R1.1.41 Mobile Validator (MV) – MVs validate customers' contactless fare media to allow entry.

R1.1.42 Motor operated switch (MOS) – *A motor operated power* isolation switch that *removes* power across a physical separation of third rail that is less than forty (40) feet. MOS switches can be controlled remotely from *CCO* and locally from control cabinets, in the case of an emergency when remote control cannot be established from *CCO*.

R1.1.43 MUDC – *Multiple* unit door control.

R1.1.44 Non-operating employee – The term non-operating employee includes any employee working as a clerk, CSR/CSA, courier or customer service supervisor.

R1.1.45 OCI – Operator Control Interface *(graphic user interface that replicates the functions of the OCU to set announcements and train information* on 5000 *and 7000* series cars).

R1.1.46 OCU – Operator Control Unit (present on 2600/3200 series cars).

R1.1.47 Operating employee– The term operating employee includes any employee working as a *flagger*, operator, *switch worker*, work train conductor*, tower worker*, platform *person*, yardmaster, yard leader, rail service supervisor or instructor.

R1.1.48 OSL – Outside signal light.

R1.1.49 PA – Public address.

R1.1.50 Personal – Using a CTA restroom at a time when not scheduled *for a break*.

R1.1.51 PIC – Person in charge.

R1.1.52 Power control relay (PCR) – An electrical *circuit* which allows the train to operate when all side doors are closed.

R1.1.53 Power isolation – The act of creating an electrical separation of a power section into smaller portions.

R1.1.54 Power isolation switch – A manually operated knife switch used to *remove* power *from* a length of third *rail*.

R1.1.55 Power section – A length of contact rail defined on each end by a minimum of forty (40)-foot section gap that normally receives its power from two (2) sources. Each power section is assigned a unique number that may be followed by a suffix. Power sections that do not end with a suffix cannot be bridged by *the* trolley *shoes* on a single rail car.

R1.1.56 Put-out – A train taken from a yard for *revenue* service.

R1.1.57 Regular train – A train authorized by schedule.

R1.1.58 RTA – Regional Transportation Authority.

R1.1.59 Section gap – A physical and electrical gap where no third rail exists for a minimum of forty (40) feet between power sections and cannot be bridged by *the* trolley *shoes* on a single rail car.

R1.1.60 Sectionalizing power – the creation of a forty (40)-foot gap to electrically isolate portions of the contact rail for maintenance or emergencies that cannot be bridged by a trolley shoe on a single rail car.

R1.1.61 Service animal – An animal that is individually trained to work *or perform tasks* for the benefit of an individual with a disability.

R1.1.62 Side track – A track adjacent to a main or a secondary track, for meeting, passing, or storing trains or rail mounted maintenance equipment.

R1.1.63 Side Trip Emergency Mechanism (STEM) – A lever located on the front truck (non-motorcab side) of each car that is activated when a *car contacts debris or the* track trip is set in the tripping position. Activating the STEM will engage the train's full service dynamic and friction brakes.

R1.1.64 Single slip switch (SSS) – A *rigid switch* made up of four (4) moveable switch points that give the possibility of setting three (3) distinct paths of travel.

R1.1.65 Slow Zone – A section of track, marked with warning signs and lights, through which trains operate at reduced speed.

R1.1.66 SOP – Standard Operating Procedure.

R1.1.67 Switch *– A mechanical installation enabling rail mounted equipment to be guided from one track to another.*

R1.1.68 Toolbox – An undercar compartment marked with a yellow "T" between the #1 and the #3 doors containing: rope to secure raised trolley shoes, four (4) wooden slippers to isolate *trolley* shoes from the third rail, and *one (1)* steel wheel chock used to prevent stationary cars from moving in the absence of friction brakes.

R1.1.69 TOTS – Train Operator Touch Screen. A display screen which displays video, interactive text, indicators and controls used by the operator in the operation and monitoring of the train.

R1.1.70 Train – A motor car or locomotive, with or without other cars coupled, displaying marker lights.

R1.1.71 Train berth – Designated space *along* a station platform *that provides sufficient clearance so that customers can safely board and alight the train of the specified length.*

R1.1.72 Train consist – The number of cars in a train.

R1.1.73 Train evacuation – The act of removing customers from trains onto non-station areas in an emergency.

R1.1.74 Train unload – The act of removing customers from trains onto station platform areas in emergency and non-emergency situations.

R1.1.75 Trespassing – Defined as any one (1) of the following acts by a non-employee:

a) Entering CTA property after oral or written notice that such entry is forbidden.

b) Entering an area closed to public by gate, fence, wall or another barrier.

c) Remaining on CTA property after receiving oral or written notice from any law enforcement officer or CTA employee or contractor to depart.

d) Entering into the paid area of any CTA property without paying the required fare.

e) Entering onto the right-of-way by any means without permission.

R1.1.76 Trolley shoe – A current collecting device that glides on top of the third rail to carry electricity from the third rail to the rail cars.

R1.1.77 Unit – Two (2) cars (A-car and B-car) coupled together mechanically and electrically via a semi-permanent coupling.

R1.1.78 WA – Workers Ahead.

R1.2 Authority over operating and non-operating employees

All employees must obey orders of the manager. They must also obey orders of Supervisors , Instructors, Yardmasters, Yard Leaders, Controllers and other Transit Operations officials.

R1.3 Assignment of work

R1.3.1 Operating and non-operating employees will pick according to their seniority in their current classification.

R1.3.2 Operating and non-operating employees who are off work for any cause not covered by a leave of absence must report to the route manager *before* 1600 hours on the day *before* returning to work.

R1.4 Badges

R1.4.1 Employees must display their badge *or employee ID* in the approved manner.

R1.4.2 The badge must at all times be in the possession of the employee to whom *it was* issued.

R1.5 Tools and supplies

R1.5.1 Before starting work, employees must have the proper tools, supplies and other related equipment.

R1.5.2 Employees immediately must report defective tools and supplies to the manager.

R1.5.3 The employee identification card, access cards, two-way radio and CTA-issued cell phone must at all times be in the possession of the employee to whom *they were* issued.

R1.6 Turning in

Employees must promptly turn in all daily reports according to the prescribed method.

R1.7 Lost and found

R1.7.1 Employees must deliver all articles found on Authority property as soon as possible to the terminal clerk. Exception: If the article can be positively associated with the person claiming to be its owner, the employee may return it to the customer. Notify the controller immediately of the action taken.

R1.7.2 Information regarding contents or description of articles found must be given only to Authority officials. Any person making inquiries regarding lost articles or claiming them should be referred to the route manager, clerk and/or their designee. Exception: If the article can be positively associated with the person claiming to be its owner, the employee may return it to the customer.

R1.7.3 Employees must at all times be alert for unattended and/or suspicious items and must report them according to established policy.

R1.8 Protection of property

R1.8.1 Employees must guard the Authority's property from fire, theft or damage.

R1.8.2 In case of danger to Authority property, such as fire, theft or vandalism, employees must notify the controller.

R1.8.3 Employees must immediately report suspicious persons to the controller.

R1.8.4 Employees must not litter.

R1.9 Portable radios and CTA-issued cell phones

R1.9.1 Employees must wear and operate the radio and CTA-issued cell phone according to current *bulletins and* SOPs.

R1.9.2 All transmissions via the two-way radio must be conducted in the English language.

R1.9.3 Instructions given via radio shall be repeated by the receiver so the sender can confirm the message was received and completely understood by the intended receiver.

R1.9.4 Employees shall not take any action until they are positive that all radio transmissions or receptions are heard, fully understood and acknowledged.

R1.9.5 *All* employees *entering* the right-of-way must be equipped with a working radio.

R1.9.6 The CTA-issued radio and cell phone batteries must be fully charged at the beginning of each shift.

R1.9.7 Transmissions should be on long range setting. In yards, short range transmissions are permitted during normal operations.

R1.10 Eyeglasses

R1.10.1 Employees who are required to wear glasses on duty must wear satisfactory corrective clear eyeglasses when reporting for duty and must wear them continually while on duty.

R1.10.2 Contact lenses are not permitted.

R1.10.3 Sunglasses and tinted prescription glasses may be worn outside only during periods when sun or snow glare exist.

R1.11 Reporting defects

Defective equipment or any dangerous or unusual condition must be reported immediately to the controller.

R1.12 Reporting for duty

All employees are required to report for duty dressed in compliance with prevailing uniform requirements and possessing appropriate equipment.

R1.13 Reporting suspicious or criminal activity

R1.13.1 Whenever reporting a suspicious or criminal person, provide a description of the offender including the height, weight, hair color, clothing or any other identifying characteristic of the individual.

R1.13.2 Employees must immediately notify *CCO* if any of the following suspicious activities are observed:

a) Individuals that appear to be conducting surveillance of our transit system, facility or security operations.
b) Mobile surveillance using bicycles, scooters, motorcycles, sport-utility vehicles, cars, trucks, boats or small aircraft *and drones*.
c) Individuals showing uncommon interest in security measures or personnel, entry points or access controls, or perimeter barriers such as fences or walls.
d) Individuals taking extensive notes and/or using an audio recorder.
e) Individuals that attempt to recruit employees and obtain sensitive information regarding our transit system.
f) Individuals loitering for no apparent purpose who do not fit the surrounding environment, such as individuals wearing improper attire for conditions not normally present in the area.
g) Unauthorized attempts to gain access to any CTA database or information system.
h) Individuals that attempt to acquire CTA employee identification cards, keys, documents/pictures or uniforms.
i) Individuals taking photos of secure areas.

R1.14 Employees taking a personal break

R1.14.1 *CCO* must be notified before taking a personal.

R1.14.2 *CCO* must be notified when returning from a personal.

R1.14.3 Employees must not leave CTA property during a personal. Employees on a personal are required to remain near the work area to be available if needed.

R1.14.4 CSAs/CSRs taking a personal must not leave stations that are equipped with a functional restroom. If a personal requires a CSA/CSR to leave their assigned station to use a CTA restroom at another station the CSA/CSR must:

a) Call *CCO* for authorization to take a personal at the closest station with a working restroom.

b) Touch their *employee* ID *card* to the MV of any working turnstile: before leaving their assigned station, upon arriving at the station with restroom facilities, before leaving the station with restroom facilities and upon arriving back at their assigned station.

Section R2 – *Customer Relations*

R2.1 Fare collection and registration

Employees must be thoroughly knowledgeable of the current fare structure and fare collecting equipment, and must be able to assist customers with operation of the Ventra fare collection equipment in accordance with current SOPs.

R2.2 Information to Customers

R2.2.1 Employees must answer all *appropriate* questions in a courteous, accurate and complete manner. Employees must be vigilant for customers who may be unfamiliar with the system.

R2.2.2 Employees must be familiar with Authority routes and have a general knowledge of metropolitan Chicago and principal points of interest.

R2.2.3 Employees must explain courteously the reason for a service change or delay as soon as the reason is known.

R2.3 Announcements

R2.3.1 Operators must make all station announcements using the pre-recorded announcement system. Use the manual system only in the event the pre-recorded system is inoperable, unless otherwise prescribed.

R2.3.2 Operators must inform customers when trains are leaving their regular route, as soon as possible.

R2.3.3 When a delay occurs, employees must make periodic announcements throughout the delay according to current SOPs.

R2.4 Assisting customers

R2.4.1 Employees must extend to all customers every reasonable courtesy and assistance consistent with practical operation. Employees must do whatever possible to accommodate as fully as is practicable disabled persons reaching a position of safety and the needs of customers.

R2.4.2 If a customer is ill or injured, the controller must be notified. The controller will determine what action should be taken. Employees must not leave ill or injured customers alone.

R2.5 Rules of conduct and other prohibited activities

Employees must use tact in the enforcement of these regulations and may call the controller for police assistance if required or requested.

R2.5.1 Smoking, including e-cigarettes, is prohibited on all CTA property.

R2.5.2 Spitting or playing sound-emitting devices is prohibited in rail cars.

R2.5.3 Performances on CTA property are permitted by those persons possessing a valid permit and identification badge. If a group of persons wishes to perform, each person in the group must possess a valid permit and identification badge. Musicians are prohibited on CTA property except in the following areas:

a) Red Line – Jackson Station

b) Blue Line – Jackson Station

c) Blue Line – Washington Station

R2.5.4 Peddlers, beggars and solicitors are prohibited on CTA property.

R2.5.5 Causing an unnecessary delay to service is prohibited.

R2.5.6 Displaying or offering for sale, selling or distributing goods or services is prohibited on CTA property.

R2.5.7 Consuming any food or non-alcoholic beverages, excluding medicine, is prohibited in trains.

R2.5.8 Drinking alcoholic beverages or possessing open containers of alcohol is prohibited on CTA property.

R2.5.9 Willfully blocking the free movement or access of another person is prohibited on CTA property.

R2.5.10 Possessing luggage, personal items, large carts or dollies of a size or quantity that the passenger cannot on *their* own enter paid areas of rail stations in one trip is prohibited.

R2.5.11 Possessing items that necessarily because of their size or quantity block entry and exit of passengers and/or movement through aisles and/or access to priority seating for seniors and customers with disabilities is prohibited on CTA property.

R2.5.12 Occupying more than one seat by placing objects, shoes or feet on adjoining seats is prohibited on CTA trains.

R2.5.13 Interfering with CTA services by tampering with any equipment including, but not limited to, safety and emergency equipment, emergency alarms and control switches on CTA escalators, elevators, and trains or impeding the progress of a transit vehicle is prohibited on CTA property.

R2.5.14 Sleeping or dozing where such activity may interfere with CTA services is prohibited on CTA property.

R2.5.15 Crossing between the cars of a train, or entering or remaining upon any track or right-of-way, unless there is an emergency *and* authorized by a CTA employee, is prohibited on CTA property.

R2.5.16 Loitering or storing personal property on CTA property except where authorized is prohibited.

R2.5.17 Exposing one's breast (except for *breastfeeding* of infant) buttocks or genitals or performing any sex act is prohibited on CTA property.

R2.5.18 Urinating or defecating (except in a urinal or toilet intended for that purpose) or causing the presence of blood, urine, feces, vomit or other bodily fluids is prohibited on CTA property.

R2.5.19 Alarming or disturbing others or causing others to fear for their safety or provoking a breach of the peace or being under the influence of alcohol, narcotics or other drugs or engaging in boisterous or unruly behavior that seriously inconveniences, annoys or alarms other reasonable persons in their vicinity is prohibited on CTA property.

R2.5.20 Possessing any etching equipment or etching materials meaning any tool, device, equipment or substance including spray paint that can be used to make permanent marks on metal, glass, plastic, concrete or stone is prohibited on CTA property.

R2.5.21 Trespassing is prohibited on all CTA property.

R2.5.22 Possessing or carrying any weapon including, but not limited to, guns, clubs, knives, stun guns, tasers and explosive devices, unless authorized to do so under the Illinois Criminal Code, is prohibited on CTA property.

R2.5.23 Possessing inflammables, acids, bio hazardous materials, compressed gases (except medically required oxygen tanks), clothing, or other possessions, materials, *equipment* or animals that have or are capable of producing strong offensive odors, explosion or fire or likely to endanger persons or property. *Additional items prohibited on CTA property are empty or partially empty containers of oil, gas, petroleum products, paint or varnish.*

R2.5.24 Selling, bartering or exchanging for consideration any fare media issued by the CTA or fare media issued by the RTA under the Special Fare Program is prohibited on CTA property.

R2.6 Ejections

When a situation occurs that requires a customer to be removed from a train or any other CTA property, or to be arrested, employees must call the controller for police assistance.

R2.7 Baggage, packages and animals

R2.7.1 Employees must not accept responsibility for articles, except lost and found items (see R1.7).

R2.7.2 Employees must warn customers not to bring articles on CTA property that are improperly protected, or that might cause accidents, injure customers or soil clothing.

R2.7.3 Employees must warn customers not to block aisles or other places with luggage, packages and other objects which could cause discomfort or injury.

R2.7.4 Employees must not permit customers to bring animals on the property except service animals or small *pets in a closed carrier designed for travel that is carried by one person. Pet carriers must* not occupy seats, impede customer flow *or block exits.*

R2.8 Customers sleeping on trains or station platforms

R2.8.1 Employees observing customers asleep on trains or station platforms should *use extreme caution when* attempting to wake them and may call the controller for police assistance, if required.

R2.8.2 A customer who is unfit to be left alone on a station platform must be left in the care of a responsible person.

R2.9 Cycling of elevators during inclement weather

Whenever the temperature falls below 32 degrees, station personnel must notify *CCO* if elevators are not automatically cycling every thirty (30) minutes.

R2.10 Photography on CTA property – definitions and procedures

R2.10.1 Professional photographers and organized production company – may be identified by the presence of a variety of cameras with or without a tripod, multiple camera lenses and/or a production support team with professional talent. Professional photographers and organized production companies often remain at one location for an extended period.

R2.10.2 Personal photographer – may be identified by their use of simple cameras. Personal photographers generally spend little time in one location and take pictures while waiting for a train.

R2.10.3 Professional photographers and organized production companies are prohibited from taking pictures on CTA property unless they are escorted by appropriate CTA personnel or possess official permission authorizing access.

R2.10.4 Employees that see professional photographers without a CTA liaison must request documentation that authorizes their activities. If no CTA liaison is present and if the professional photographer(s) does not have documentation, courteously instruct them to cease their activities and notify *CCO*.

R2.10.5 Employees must notify *CCO* and courteously instruct personal photographers to cease their activities if their activities are not incidental, pose a distraction to others or affects any customer or employee's safety.

R2.11 Closing and securing rail stations

R2.11.1 When closing a station after the conclusion of rail service, at the direction of *CCO* or Route Management, station personnel must secure the station to prevent customer access in the following manner:

a) Check the station *and platform* for customers and inform them that service has concluded (or has been interrupted) and that the station is closing. Direct the customer to alternate service and politely ask them to leave the rail station by *using* the nearest exit.

b) Check, secure and lock all station access doors, high barrier gates and/or gates that allow prevent access to the station.

c) If the station is equipped with an elevator, park the elevator car at the mezzanine level and turn off the elevator car with the elevator key.

d) Once all gates and doors are locked and secured, check the station mezzanine, stairways and platforms a second time to ensure that all customers have left the property. Escort any remaining customers to the nearest exit from the station.

e) Notify the Controller that the station has been secured and is free and clear of customers. In the event that you are off duty and will be leaving the station, inform he controller that you will be leaving the station.

f) Note the station closing time on the Daily Activity Report (cta form #9821).

g) If you are off duty and leaving the station, secure and lock the kiosk.

h) If your shift is concluded and you are leaving the station, "*tap out*" with your *employee identification card* on an available Ventra MV located on the fare collection equipment.

i) Leave the station via an "Exit Only" high barrier gate or via the station entrance door and ensure that it is secure and locked behind you.

j) During a non-emergency, if you are required to turn in equipment, board the last scheduled train back to your reporting terminal. If you miss the last scheduled train, notify *CCO*.

R2.11.2 Stations must not be left unsecure. If the station cannot be secured, notify the Controller.

Section R3 – Equipment

R3.1 Knowledge of equipment

R3.1.1 Employees must have sufficient knowledge of the equipment to operate it, to identify trouble and to make corrections which they are trained to perform.

R3.1.2 In case trouble develops on a train, operators must make every effort to get to a location where customers can change to another train or access bus service.

R3.1.3 Employees must use caution and follow all established safety rules to prevent injury to themselves or others.

R3.2 Unauthorized alterations to equipment

Employees must not make unauthorized adjustments to equipment.

R3.3 Short circuits on cars

Employees must not place anything near electrical equipment which might ground the equipment or cause a short circuit.

R3.4 Condition and care of rail cars

R3.4.1 Employees must observe the condition of rail cars and report any improper condition which they cannot correct. Loose papers and other debris must be picked up and cars kept as neat as possible. Employees must not litter.

R3.4.2 When an offensive condition exists in a rail car, employees must take steps to prevent damage to clothing or injury to customers. If a change of equipment is necessary, employees must notify supervisory personnel *and* the controller. Graffiti must be immediately reported to the controller.

R3.5 Air comfort

Operators must turn on the air comfort system unless it is ordered off by proper authority*(CCO, Manager, Supervisor and Instructor)*.

R3.6 Lights

R3.6.1 Operators must ensure the interior and the exterior of trains are *on at all times*.

R3.6.2 Headlights, marker lights and taillights must be on at all times while a train is in service. Marker lights and taillights must display the designated colors. Operators must check to see that all lights are working properly *before* to departing the terminal.

R3.7 Transfers / Drags

R3.7.1 When transferring equipment to another route, the following procedure must be followed:

a) The person in charge of yard operations at the receiving yard must be notified of the transfer before departing the terminal.

b) The person in charge of yard operations at the receiving yard will have a *switch worker* meet the transfer crew at the terminal pocket.

R3.7.2 Cars transferred to Skokie Yard must be accompanied by a *switch worker* from Howard or a supervisor, rail instructor or manager. The person accompanying the train must meet the transfer crew on the Howard platform.

R3.8 Transferring coach cars

R3.8.1 Coach units cannot be transferred without a Rail Service Bulletin authorizing the transfer.

R3.8.2 Coach cars being transferred must always be the trailing unit(s) on main line track.

R3.8.3 *Tower workers* must not *route* another train between the Transfer Train and the Buffer Train. The Transfer Train must always be immediately followed by the Buffer Train.

Section R4 – Wayside Signals, Train Control and Interlocking – Definitions

R4.1 Signal

A device conveying information affecting movement of a train.

R4.2 Signal aspect

The position, form or color of a signal.

R4.3 Signal indication

The information conveyed by a signal aspect.

R4.4 Wayside signal

A signal of fixed location outside the train along the track.

R4.5 Cab signal

A signal in the operator's cab (motorcab), with colored lights, that continuously displays information on the ADU and other indicators.

R4.6 Governing signal

The most restrictive of the following: the cab signal, the wayside signal, the wayside sign, the hand, flag or flashlight signal.

R4.7 Automatic block signal

A wayside automatic block signal or ATC cab signal governing *movement* of trains *within a section of track* traffic.

R4.7.1 – ATC cab signal

a) Provides rear end protection of trains.
b) Provides indications to the Operator of allowable speeds based on the location of trains ahead, possible track conditions, and signal and switch status ahead and actual train speed (see R5.16).
c) Brings the train to a safe stop if the operator fails to respond to speed reduction commands in a timely fashion.
d) Enforces speed restrictions.

R4.7.2 – Wayside automatic block signal

a) Controls train movement into blocks using signals located to the right of the track being governed, where one block meets the next.
b) Provides the operator with information about the track and train conditions in the block the train is about to enter.
c) Made up of one (1) to four (4) signal lights arranged vertically with only one (1) light illuminated at any given time (see R5.7).
d) Are uniquely identified typically with the abbreviation of a branch and track number followed by a number relative to the signals position on the branch.
e) Have an associated track trip that enforces the STOP aspect of a signal (see R5.7.1).

R4.9 Interlocking

A group of rigid switches, locks, *home signals and typically track trips* through a junction, crossover or crossing, arranged to permit train movements without conflict. Entrances to interlockings are governed by home signals.

R4.10 WA warning light

A flashing yellow light, activated *by* a wayside control box, to alert operators that workers are present on or near the track ahead in certain areas of reduced visibility.

R4.11 Repeater signal

A wayside signal which duplicates the aspects of a regular signal and which is usually located on the left side of the track near the regular signal so that its aspects can be seen earlier. The repeater signal number plate bears the letters “REP.”

R4.12 Time-controlled signal

A signal displaying a restrictive aspect, which may change to a less restrictive aspect only when a train approaches at or below the permitted speed.

R4.13 Signal number plate

A plate containing letters and numbers distinctive for each signal, attached to that signal or signal bond.

R4.14 Track trip

A device in the track which is raised to stop a train if it should pass a signal indicating “stop.”

R4.15 Track trip manual release

A wayside lever mounted on most interlocking home signals and wayside automatic block signals used to manually lower a track trip. Operating the track trip manual release will not change the signal aspect.

R4.16 Permitted speed

The permitted speed is the maximum speed at which a train may be operated at any point and is the lowest of the following: the allowable speed displayed by the cab signal; the speed allowed by a wayside signal; the posted speed shown on a wayside sign; a hand, flag, verbal or written speed instruction given by an authorized person.

R4.17 Allowable speed

The maximum speed allowed by the ATC system. Failure to bring train speed to or below the allowable speed according to prescribed procedures results in a penalty brake application and stop.

R4.18 Restricted speed

6 mph or less.

R4.19 Home signal

a) The last signal to be passed approaching any point in an interlocking where conflicting or alternative routings of trains must be controlled.
b) Made up of four (4) or (5) signal lights arranged vertically with two (2) or three (3) lights illuminated at any given time.
c) Signal identification for home signals includes the letter “X” followed by an even number.
d) Has an associated track trip that enforces the aspects of a signal.

R4.20 Approach signal

A fixed wayside automatic block signal used to govern the track leading to a home signal.

R4.21 Reverse-movement signal

A signal which governs movements against the normal direction of traffic.

R4.22 Route selector

A lever or push button which, when activated, establishes a route.

R4.23 Track circuit / Signal block

A length of track which forms a path for an electrical current used to detect the presence of a train.

R4.24 Time release

A device to delay the movement of a rigid switch or switch lock to assure that possible conflicting train movements are accommodated, and then to operate the rigid switch or switch lock.

R4.25 Timing device

A mechanism installed in an electric circuit to delay the functioning of the circuit.

R4.26 Wayside signal location

R4.26.1 Wayside signals are immediately to the right of the track which they govern. Exception: See Repeater signal, Rule R4.11.

R4.26.2 Wayside signals apply to train movements at, or directly in front of, the face of the signal.

R4.27 Rigid switch

A track switch which must be lined for either a facing or trailing move. Switch stands for *rigid switches* are painted black. Each rigid switch is assigned an odd number.

R4.28 Spring-and-stay switch

A track switch which does not have to be lined for a trailing move but will spring to the desired route, if necessary, to allow the wheels to trail through its points, and then will stay in this new position. Switch stands for *spring and stay switches* are painted yellow.

R4.29 Crossover

Switches arranged to provide a route from one track to another.

R4.30 Movement through switches

R4.30.1 Facing

or

R4.30.2 Trailing

or

R4.31 CTC [centralized traffic control] territory

An area in which the movement of trains is governed in either direction on any track, by remotely controlled signals and switches. Such areas are bounded by the signs: “BEGIN CTC” and “END CTC.”

R4.32 Shunt

The ability of rail-mounted equipment to give an indication of train or equipment occupancy on the track. A vehicle that is not shunting:

a) Will not trigger automatic routing at interlockings.
b) Will not have rear-end collision protection, i.e., the equipment following a train that is not shunting will not have front-end collision protection.
c) Will not display on QuicTrak.
d) Will not activate automatic crossing signals and crossing gates.

R4.33 QuicTrak

A train tracking application that converts track indications received from the signal system into *a visual representation of the* train and signal data, which integrates schedule information to allow users to manage train service delivery.

R4.34 Manual block operation

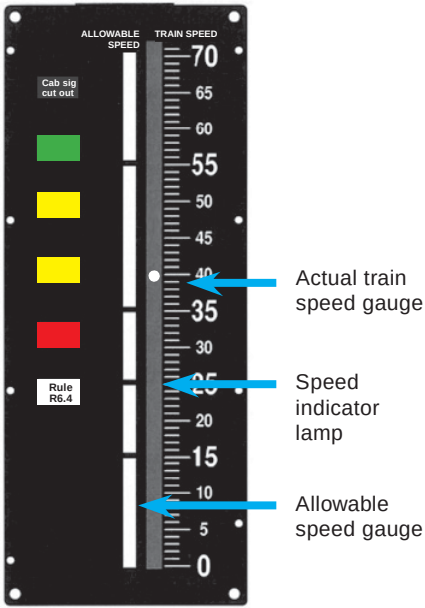
The authorization to proceed on sight from one *station* to another through verbal orders to the operator of the train. Manual block operation is used when the ATC system cannot be used and is done under the direction of the controller (or other supervisory personnel in an emergency) (see R6.5).

R4.35 Lineup

A signal indication to proceed on a main or diverging route; including green, yellow or lunar white signals as well as the call-on aspect (and all related rigid switches, locks and trips in correspondence).

R4.36 Aspect Display Unit (ADU)

ADU's display allowable and actual speeds, as well as illuminated green, yellow and red signal aspects. All ADUs have a white indicator light ("Rule R6.4") that, when flashing, signifies that the Operator must operate according to Rule R6.4.



All indicator lights are shown illuminated for illustrative purposes only.

R4.37 STEM bypass

When *the side trip emergency mechanism (STEM) bypass is* engaged, the train's side trips, passenger emergency *door release* switches and emergency cord switches located in motorcabs are overridden and will not stop the train when activated.

R4.38 Door (PCR) bypass

When engaged, the train will move with one (1) or more doors open.

R4.39 ATC bypass

When the Automatic Train Control (ATC) bypass, the operator will not receive an ATC penalty stop and there will be no indication of a broken rail, a switch improperly aligned or train ahead received. Trains will not have front collision protection or overspeed enforcement/speed restriction.

Section R5 – Illustrated Signage and Signal Rules

R5.1 Employee to have proper signal equipment

Employees whose duties require giving signals must provide themselves with the proper equipment, in good order, ready for immediate use.

R5.2 When to use hand, flag or light signals

R5.2.1 Flags or lights of the prescribed colors must be used whenever normal operation cannot be maintained in a track area.

R5.2.2 Flag or hand signals must be used during daylight.

R5.2.3 Light signals must be used during hours of darkness, periods of low visibility or in subways.

R5.2.4 Dietz lights must be used during hours of darkness, periods of low visibility and in subways regardless of whether a slow zone is set up.

R5.2.5 When a flag or flashlight signal is used, it must be given in such a manner that there can be no misunderstanding by any operator about the meaning of the signal or for which train it is intended.

R5.2.6 A green light is used is to identify the Pilot during periods of darkness and in the subway.

R5.3 Definitions: hand, flag and flashlight signals

R5.3.1 The speed with which a hand, flag or flashlight signal is given indicates the relative speed with which compliance is desired.

R5.3.2 Any object waved violently by anyone on or near a track is a signal to stop.

R5.3.3 Hand signals, with their respective indications, are illustrated in the following diagrams.

a) **STOP or REMAIN STANDING** – Swung horizontally at right angle to the track.

b) **REDUCE SPEED** – Held horizontally at arm's length.

c) **PROCEED** – Raised and lowered vertically

d) **BACK** – Swung vertically in a circle at half-arm's length at right angle to track.

R5.3.4 Flag signals, with their respective indications, are illustrated in the following diagrams.

a) **STOP or REMAIN STANDING** – Swung horizontally at right angle to the track.

b) **REDUCE SPEED** – Held horizontally at arm's length.

c) **PROCEED** – Never Use a RED Flag for a Proceed Signal

d) **BACK** – Swung vertically in a circle at half-arm's length at right angle to track.

R5.3.5 Flashlight signals, with their respective indications, are illustrated in the following diagrams.

a) **STOP or REMAIN STANDING** – Swung horizontally at right angle to the track.

b) **REDUCE SPEED** – Held horizontally at arm's length.

Note: During periods of and in the subway, *horizontal* motion is necessary to ensure recognition.

c) **PROCEED** – Raised and lowered vertically.

d) **BACK** – Swung vertically, *in a counter clockwise,* circular motion at half-arm's length at a right angle to *the* track.

R5.4 Train buzzer signals

The signals prescribed are illustrated by “o” for short sounds and “-“ for longer sounds.

Rule	Sound	Indication
R5.4.1	o	Stop or remain standing.
R5.4.2	oo	Open doors, close doors or proceed.
~~***R5.4.3***~~	~~ooo~~	~~Do not open doors or missed berth marker.~~
R5.4.4	oooo	Need assistance.
R5.4.5	—	Testing buzzer.

R5.5 Train horn signals

The signals prescribed are illustrated by “o” for short sounds and “-“ for longer sounds.

Rule	Sound	Indication
R5.5.1	oo	a) Acknowledge flagger that the track trip has been removed and that it is safe to continue at restricted speed. b) Answer to any signal not otherwise provided.
R5.5.2	oooo	Call for signals.
R5.5.3	– – o –	Approaching grade crossings stations, warning passengers away from edge of the platform.
R5.5.4	Succession of short sound	Alarm for persons on or near the track.
R5.5.5	—	Alert personnel on the right-of-way *before* passing.

R5.6 Definition: Flag signals, aspects and indications

R5.6.1

Stop

~~***R5.6.3***~~

~~*a) Used in daylight to identify the Pilot.*~~
~~*b) Proceed at restricted speed (see R6.14).*~~

R5.6.4

Worker(s) under or about car or train: do not couple to or move equipment and do not conceal with other cars on the same track.

R5.6.5
R5.6.5

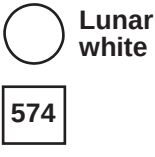
Indicates that wheel chocks are in place. The chocks and flag cannot be removed without authorization from Rail Maintenance.

R5.7 Wayside automatic block and interlocking approach signals, aspects and indications

R5.7.1 Stop.

R5.7.2 Proceed expecting to encounter stop aspect at next signal.

R5.7.3 Proceed.



R5.7.4 Proceed expecting to encounter end of track or train ahead.

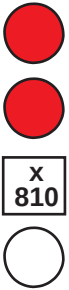
R5.8 Interlocking home signals, aspects and indications

R5.8.2 Stop and stay.

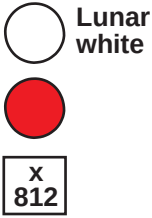
R5.8.4 Proceed on main route, expecting to encounter stop aspect at next signal.

R5.8.6 Proceed on diverging route, expecting to encounter stop aspect at next signal.

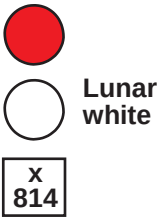
R5.8.8 Proceed on main route.



R5.8.10 Call-on: Stop; operate track trip manual release. When trip clears, proceed expecting to encounter end of track or train ahead.



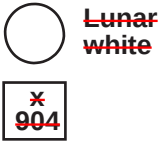
R5.8.12 Proceed on main route, expecting to encounter end of track or train ahead.



R5.8.14 Proceed on diverging route, expecting to encounter end of track or train ahead.

R5.8.15 Certain *interlockings* employ track indicators to convey specific alphanumeric information to operators. These indicators provide information when signals are cleared by displaying combinations of letters and numbers formed by a dot-matrix board. Employees who operate where Track Indicators are in use must be familiar with various symbols and information conveyed by the Track Indicators. At locations where Track Indicators are in use, operators must use the information conveyed by the indicators in train operations in conjunction with the proper interlocking signals.

~~R5.9 Reverse movement interlocking home signals, aspects and indications at Granville Interlocking~~



~~R5.9.1~~ ~~Proceed expecting to encounter *end of track or* train ahead.~~

R5.10 Interlocking tower whistle and horn signals

The signals prescribed are illustrated by “o” for short sounds and “–“ for longer sounds.

Rule	Sound	Indication
R5.10.1	—	Trains within interlocking limits stop immediately.
R5.10.2	o	Call maintainer.

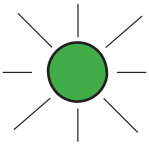
Note: not all tower horns sound the same.

R5.11 Automatic gate crossing signals, aspects and indications

Dark

R5.11.1 Stop, notify control. Sound horn; proceed on sight if it is safe to do so.

Flashing



R5.11.2 Stop. If gate does not lower, notify control. Sound horn; proceed on sight if it is safe to do so.

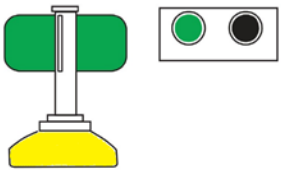
Steady

R5.11.3 Proceed on sight. [Gates lowered].

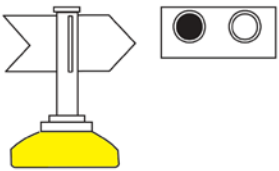
R5.12 Switch stand signals, aspects and indications

Color light displays show position of track switches.

R5.12.1 Switch set for movement on main or lead track.



R5.12.2 Switch set for movement over diverging track.



R5.13 Stop sign

Stop, wait for conflicting traffic to clear, then proceed expecting to encounter traffic ahead.

R5.14 Do not enter sign

Do not enter. Track out of service.

R5.15 WA Warning System signs, aspects and indications

Dark

R5.15.1 WA Warning System deactivated.

Operate on sight.

Flashing

R5.15.2 WA Warning System activated.

Reduce speed and sound train horn (see R5.5.4). Operate on sight, with caution, expecting to encounter workers ahead through the limits of the WA warning zone.

When the WA Warning System is activated, the allowable speed will be reduced below the normal allowable speed, by at least one increment.

When the WA Warning System is activated, the allowable speed will not be reduced if:

- the allowable speed has already been reduced due to right-of-way conditions or a train ahead,
- the allowable speed is already 15 mph,
- a train is operating against the normal direction of traffic.

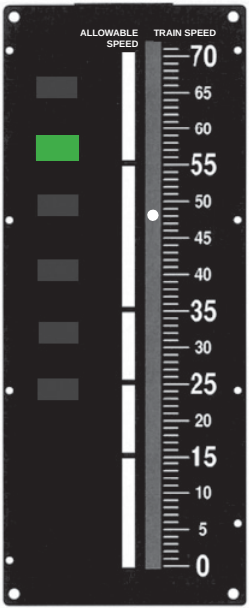
R5.15.3 End of WA warning zone.

Proceed at permitted speed.

R5.16 Cab signal aspects and indications

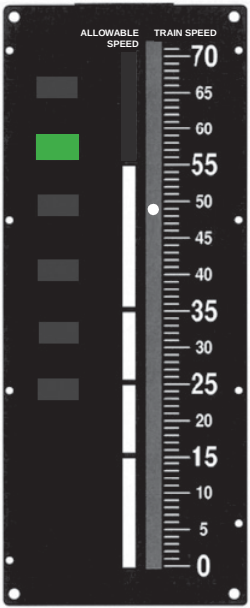
R5.16.1 Green 70

Proceed. The block is clear and the train may be operated at a speed not to exceed 70 mph or the wayside indications, whichever is more restrictive.



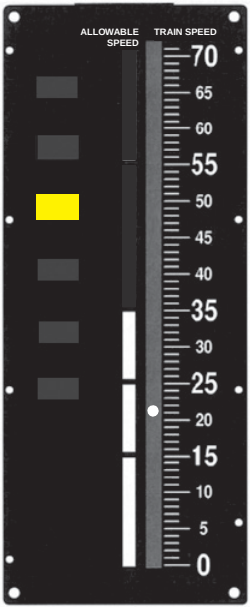
R5.16.2 Green 55

Proceed. The block is clear and the train may be operated at a speed not to exceed the allowable speed of 55 mph or the wayside indications, whichever is more restrictive.



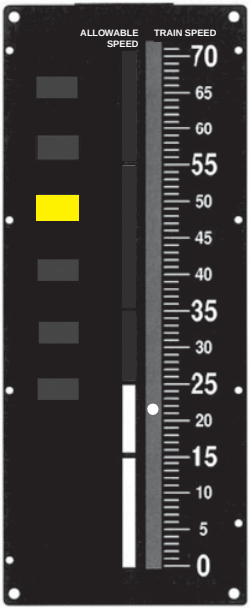
R5.16.3 Yellow 35

Proceed. The block is clear and the train may be operated at a speed not to exceed the allowable speed of 35 mph or the wayside indications, whichever is more restrictive.



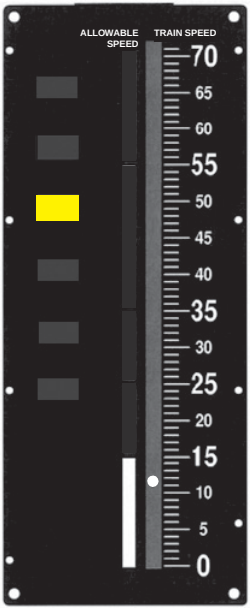
R5.16.4 Yellow 25

Proceed. The block is clear and the train may be operated at a speed not to exceed the allowable speed of 25 mph or the wayside indications, whichever is more restrictive.



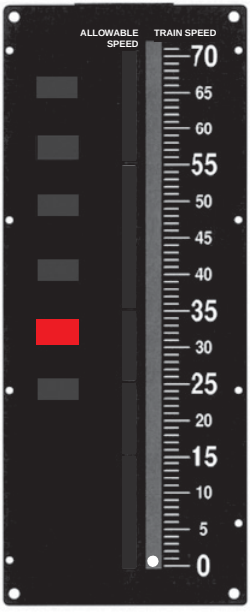
R5.16.5 Yellow 15

Proceed. The block is clear and the train may be operated at a speed not to exceed the allowable speed of 15 mph or the wayside indications, whichever is more restrictive.



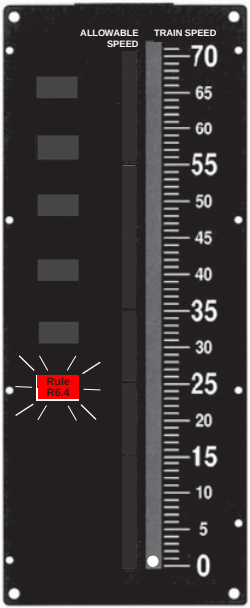
R5.16.6 Red

Stop.



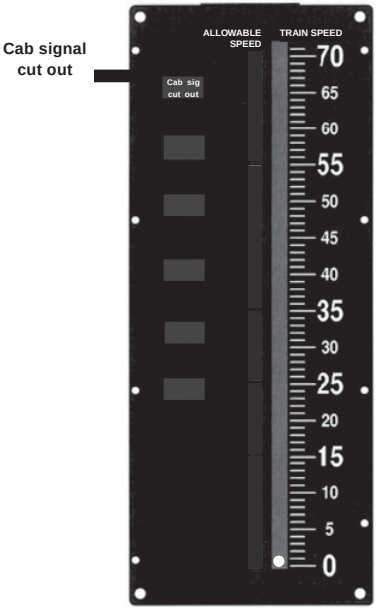
R5.16.7 Flashing R6.4

Operate according to R6.4. *Contact the Controller. If the Controller cannot be reached, the operator must stand and wait until authorization is given by the controller to move. Expect to encounter a train ahead, a switch not properly lined or a broken rail, and call the Controller again for instructions.*



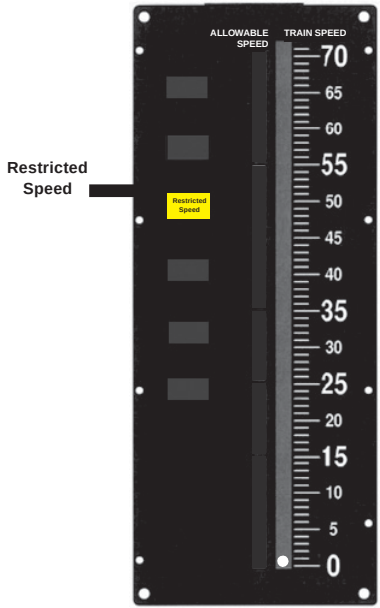
R5.16.8 Cab signal cut out

Stop. Contact the controller for instructions.



R5.16.9 Yellow Restricted Speed

Proceed at Restricted Speed. The block is clear and the train may proceed at restricted speed expecting to encounter a stop aspect at next signal or track conditions that require restricted speed.



R5.17 Track circuit wayside sign and indication

Identifies each ATC signal bond and is the approximate location where a change in ATC aspect is most likely to occur. Track circuit signs are uniquely identified typically with the abbreviation of the branch and track number followed by a number.

Image provided for illustrative purposes only. Numbers and letters will change depending on the branch and location where the he signal bond is located.

R5.18 Cab signal wayside signs and indications

R5.18.1
This type of sign locates the approximate place where the allowable speed may change to 15 mph.

R5.18.2
This type of sign locates the approximate place where the allowable speed may change to 25 mph.

R5.18.3
This type of sign locates the approximate place where the allowable speed may change to 35 mph.

R5.18.4
This type of sign locates the approximate place where the allowable speed may change to 55 mph.

R5.18.5
This type of sign locates the approximate place where the allowable speed may change to 70 mph.

R5.19 Train berthing signs and indications

R5.19.1
Indicates the stopping point for a train having two (2) cars.

R5.19.2
Indicates the stopping point for a train having four (4) cars.

R5.19.3
Indicates the stopping point for a train having six (6) cars.

R5.19.4
Indicates the stopping point for a train having eight (8) cars.

R5.19.5
Indicates the maximum stopping point a train may berth due to platform obstructions, signals or, if *the sign is beyond the* end railing, to allow for *proper berthing*.

R5.20 Alternate train berthing signs and indications

R5.20.1
Indicates the stopping point for a train having four (4) cars arriving at O'Hare terminal, when a train is already berthed in the pocket.

R5.20.2
Indicates the stopping point for a train having eight (8) cars arriving at Merchandise Mart station southbound, when the Wells Street Bridge has been raised.

R5.20.3
Indicates the stopping point for a train scheduled to depart Dempster-Skokie Station that is beyond the berth allowance with part of the train past the platform. The cars not within the berthing allowance must be isolated from customer use *before* opening the doors.

R5.21 Slow zone signs, indications and setup

R5.21.1
Slow zone ahead

Set up far enough in advance of "Slow zone 600 ft ahead" sign to ensure visibility by the operator.

R5.21.2
Slow zone 600 ft ahead.

a) Sound horn to alert *flagger*. Begin reducing speed to 15 mph.

b) Set up 300 ft in advance of the "15 mph" sign.

R5.21.3
15 mph

a) Stand in the motorcab. Stop one (1) car length before the "Begin slow zone" sign.

b) Set up 300 ft ahead of the "Begin slow zone" sign/ "6 mph" sign.

R5.21.4
Begin slow zone / 6 mph

a) Stop. Open the motorcab window. Do not proceed until otherwise directed by the *flagger*.

b) Set up 200 ft in advance of workers on the right-of-way.

R5.21.5
Clear Slow zone

a) Resume permitted speed.

b) Set up *beyond* of the "Begin slow zone / 6 mph" signs at a distance equal to length of longest consist in service at the time (at least 200 ft) clear of the work area.

Section R6 – Other Signal Rules

R6.1 Wayside signal aspects apply until train passes signal

Operators must observe the aspect of a wayside signal up to the time that the front end of the train passes the signal. ~~The aspect observed at that time will limit operation until the next wayside signal comes into view.~~

R6.2 Incorrectly displayed signals

An incorrectly displayed signal, or a signal with a light or lens out, must be regarded as the most restrictive indication that can be given by that signal and must be promptly reported to the controller.

R6.3 Reporting defective signals

If a train is stopped by a signal which apparently is out of order, operators must promptly report the signal number to the controller.

R6.4 Train operation at signals displaying "stop" indication

R6.4.1 On main line track between terminals

When a train receives a red or flashing aspect of a cab or wayside signal, the operator must stop the train.

Train Ahead

If the reason for the stop is a train ahead, which can be expected to proceed shortly, the operator must wait for the signal aspect to change to a proceed indication.

Reason Unknown

If the reason for the stop is not evident, or if the signal does not clear within thirty (30) seconds, the operator must call the controller for instructions. If communication with the controller cannot be established *the operator must stand and wait until authorization is given by the controller to move:*

Once permission is received from the controller.

- IN ATC CAB SIGNAL TERRITORY, press the "ACTIVATE R6.4" pushbutton and proceed on sight to the next signal bond at a speed not to exceed 15 mph expecting to encounter a train ahead, a rigid switch not properly lined or a broken rail, and call the controller again for instructions.

- AT A WAYSIDE AUTOMATIC BLOCK SIGNAL, operate track trip manual release. When trip clears, press the "ACTIVATE R6.4" pushbutton and proceed *to the next signal* at a speed not to exceed 15 mph expecting to encounter a train ahead, a rigid switch not properly lined or a broken rail or missing rail and call the controller again for instructions.

- Operators must not exceed 15 mph until the entire train has passed the location where a *less restrictive* signal aspect was received.

Exceptions

- *Exception: There is a dangerous situation that is an immediate threat to life or property. In such cases the operator should move the train adhering to the rules below to a safe location. Then report the new location to the controller and remain standing until authorized to move.*

- If the train is blocking or holding the gates down at a grade crossing due to a cab signal stop, the operator may move the train at restricted speed or less to clear the crossing when it is safe to do so. Once the train is clear of the crossing the operator must call the controller and report *their* actions.

- If the train is stopped by the cab signal when it is partially *berthed* in a station, the operator may *properly* berth in the station when it is safe to do so. Once the train is stopped at the station, the operator must call the controller and report *their* actions.

R6.4.2 Within yard limits and upon arrival in a terminal

When a train receives a red or flashing aspect, it is permissible to proceed on sight without calling the controller only under the following conditions:

a) an arriving train may be operated into the yard or turn-back after it has made *a service* stop and the customers have alighted, or

b) from the yard or turn-back into the regular station berth.

c) permitted speed is restricted (6 mph) within yard limits.

R6.5 Procedure in event of ATC or STEM malfunction

R6.5.1 Starting from a terminal

Operators must not take a train into service from a starting terminal if the ATC or STEM equipment of the head car is not fully operational.

R6.5.2 Between terminals

If the ATC or STEM equipment of a train already in service becomes less than fully operational, operators must stop and obtain authorization from the controller before proceeding. The controller will provide specific instructions, may authorize bypass of the automatic train stop (STEM, ATC or both) and may dispatch a supervisor to meet the train.

R6.5.3 Procedure until a supervisor, rail instructor or manager accompanies train

Until a supervisor, rail instructor or manager meets the train, the controller may authorize the operator to proceed at a speed not to exceed 15 mph from station to station.

If the train responds after an operator presses the “ACTIVATE R6.4” button, the ATC bypass should not be *used*.

R6.5.4 Procedure when a train is accompanied by a supervisor, rail instructor or manager

When a supervisor, rail instructor or manager meets the train and notifies the controller, the train may proceed in service, at the permitted speed subject to the procedure given below:

- Supervisor, rail instructor or manager: The supervisor, rail instructor or manager must take a position next to the operator to monitor operation of the train.

- Operator: The operator must proceed on sight, but must call out to the supervisor, rail instructor or manager the indication [meaning] of each aspect change of the cab signals or wayside signals and each speed restriction for: track occupancy, curve, limited visibility, flagmen or any other reason.

- Supervisor, rail instructor or manager: The supervisor, rail instructor or manager must acknowledge by repeating the call and must take appropriate action should the operator fail to operate the train within the safe speed for the conditions observed.

- Both: The operator and supervisor, rail instructor or manager must engage only in conversation related to the operation of the train.

R6.5.6 Operators must only move their train from one *station* to another under manual block operation while operating on the ATC bypass (see R4.34).

R6.6 Manually operated track switches

R6.6.1 Before operating a track switch along the line of road, employees must:

a) obtain authorization from the controller.
b) protect the movement of trains over the switch by flagging or by operation of time releases.

R6.6.2 When approaching a manually operated track switch, operators must observe the aspect of the switch signal and also must observe the position of the switch points.

R6.6.3 When the position of a manually operated track switch is changed, the trip must be properly pinned. If the switch is a rigid switch, a wedge must also be placed tightly into the facing and/or trailing switch points to ensure that the switch points do not move under the train.

R6.6.4 When trailing through a spring-and-stay switch, the direction of the train must not be changed until all cars of the train have cleared that switch.

R6.6.5 Wedges must only be used in rigid switches *(except at Dempster/Skokie)*.

R6.7 Spiking disconnected track switches

If the switch or lock has been disconnected, switches must be spiked, clamped and wedged in the required position before permitting train movement over the switch. *Spiking and clamping of switches will be done by Power and Way maintenance.*

R6.8 Cars standing on interlocking track circuits

R6.8.1 Tower *workers must not operate a switch that is occupied by a standing train.*

R6.8.2 Cars must not be left standing on interlocking track circuits.

R6.9 Operation of wayside route selector

Where there is a wayside route selector at an unattended interlocking or at a power operated rigid switch, operators must operate the route selector to provide, change or cancel line-ups as is proper for the operation of the train.

R6.10 Placing an automatic tower back on automatic operation

Tower *workers*, when closing a part-time attended tower, must set rigid switches and signals for the routes that are to be used. After so doing, one train in each direction must be observed to ensure proper operation.

R6.11 Blockades and delays at interlocking

Tower *workers* must report any blockade, delay or improper operation at any interlocking to the controller.

R6.12 Reverse movements in an interlocking

R6.12.1 Operators must not begin a reverse movement within the limits of an interlocking, or a forward movement after a reverse movement, until the rigid switches are observed to be set for the proper route and the proper interlocking, hand, flag or flashlight signal has been received.

R6.12.2 Tower *workers* must not establish a train movement within interlocking limits against the normal direction of traffic unless in doing so the safety of the train is assured.

R6.13 Canceling a route in an interlocking

When necessary to cancel a route once the signals for that route have been cleared, tower *workers* must:

a) put the signal[s] to stop.
b) wait until any approaching train has come to a complete stop.
c) establish desired route according to conditions.

R6.14 Flagging procedure in an interlocking

R6.14.1 If the normal proceed aspect cannot be displayed by the interlocking signals and it is safe for a train to proceed, tower *workers* must signal the oncoming train using a green flag by day or a white light by night. In the absence of flag or flashlight signals, tower *workers* may verbally authorize a train to proceed by two-way radio on long range.

R6.15 Improper or unusual aspect in an interlocking

R6.15.1 *Operators approaching an interlocking must observe the interlocking home signals affecting the route.* The train must be brought to an immediate stop short of any signal:

a) indicating *an incorrect* route, or
b) changing *to a stop aspect*, or
c) displaying any other improper or questionable aspect.

After the train has been brought to a stop, operators must notify the controller and must not proceed until it is proper and safe to do so.

R6.15.2 Operators must not pass an interlocking home signal which indicates stop *and stay* until the proper flag or flashlight signal is given. In the absence of *hand,* flag or flashlight signals, tower *workers* may verbally authorize a train to proceed by two-way radio on long range. Operators may then proceed on sight if the rigid switches are properly set.

R6.16 Interlocking alterations and defects

R6.16.1 Tower *workers* must not make or permit any unauthorized repairs or alterations to the interlocking.

R6.16.2 When interlocking repairs are being made, or when a track is out of service, the corresponding levers or buttons must not be used unless assured by a signal maintainer, or other competent authority, that it is safe to do so. If feasible, rigid switches must be clamped, spiked or wedged, or otherwise protected to prevent entry to an out of service track.

R6.16.3 Any defect in the interlocking must be protected by setting the signals to their most restrictive aspect and must be reported to the controller.

R6.17 Procedure in the event *a red signal is passed*

Employees must notify the controller and should not move their train without authorization from the controller after passing a signal displaying a “stop” indication.

R7.1 Turning power off

R7.1.1 Emergency conditions
To have the power turned off, employees must communicate to the controller:

a) 10-99
b) Location and direction of the emergency.
c) Maintain communications until the controller advises that
d) The power has been removed and is being held off.
Then, communicate to the controller:
e) Who you are
f) Where you are
g) The exact location and direction of the emergency
h) The nature of the emergency
i) What assistance is needed

R7.1.2 Non-emergency conditions
To have the power turned off, employees must communicate to the controller:

a) Who you are
b) Where you are
c) Reason for the request
d) The exact location and direction where you want power removed
e) The anticipated duration of the power removal
f) What assistance is needed, if any.
g) Maintain communications until the controller advises that the power has been removed and is being held off.

R7.1.3 Whenever power is removed, the person requesting "power off" must remain in the area [unless relieved by proper authority and confirmed with *the Controller*] and request "power on" when it is safe to do so.

R7.2 Turning power on

The person requesting restoration of power must be certain that everyone is in the clear before notifying the controller *via radio on long range* that the power may be restored. Power must be restored as soon as it is safe to do so.

R7.3 Information about power *interruptions*

Employees who have information about a power interruption must communicate it to the controller as soon as possible.

R7.4 Broken third rails

Operators must not pass defective third rails without instructions from the controller or supervisory personnel.

R7.5 Power isolation switch locations and operations

R7.5.1 Employees who work in the yard must be familiar with the location and operation of all power isolation track switches which control power for the yard. Power isolation track switches must only be operated in an emergency. In non-emergency situations, notify the Power Controller to dispatch a qualified CTA electrician to operate the power isolation switch manually.

R7.5.2 Employees must not close an electrical *attached to* a blue flag, or other hold indication. A blue flag can only be removed by the person who installed it. If unable to determine the reason for the hold indication, contact the controller.

R7.5.3 Employees must not manually open or close a MOS at field locations, unless directed to do so by the controller.

R7.6 Station power or lighting outage

R7.6.1 *CCO* must be notified whenever there is a full or partial power outage or loss of station lighting.

R7.6.2 When there is a loss of lighting on the platform, operators must:

a) remain berthed with all doors open until all customers are clear of the platform
b) make interior and exterior manual announcements as to the reason why the train is standing.

R7.6.3 When there is full power outage, operators must:

a) bypass the affected station(s)
b) make manual announcements as to the reason why the train is bypassing the station.

R7.6.4 When there is full power outage, station personnel must:

a) prevent customers from entering the station
b) assist/direct customers out of the station and platform *using* available emergency lighting devices (e.g. high-intensity beam flashlights, glow sticks) to illuminate walkways.

R7.7 Train ventilation during prolonged traction power outages

When prevailing conditions warrant ventilation of a train during prolonged traction power outages, employees must follow the following procedures:

R7.7.1 Entire train berthed in a station:

Open the side doors on the platform side of the train.

R7.7.2 Part of train berthed in a station:

a) Manually open the side doors that are completely within in the platform area.
b) Use the train public address system to announce to customers which part of the train is in a station and how they may exit the train. Request that customers not open the side doors.
c) Walk through the train to assist and direct customers who wish to leave the train.

R7.7.3 No part of train berthed in a station:

a) Use the train public address system to announce to customers that you will be walking through the train to open windows for fresh air circulation. Request that customers remain on the train and not open side doors.
b) Walk through the train and open all hopper windows on cars so equipped.
c) Instruct passengers to remain calm and keep side doors closed.
d) Inform customers that they may hold end doors open between cars while the traction power is off for additional ventilation.
e) Secure the rear motorcab to prevent customers from opening the end door.
f) When traction power is restored, use the train public address system to inform customers that the train is about to move. Operate to the next station and, after the train is properly berthed, walk through the train again and close all windows.
g) Return to the head cab and proceed.

Section R8 – *Normal* Train Operation

R8.1 Attention to duty

Employees must devote full attention to the proper performance of their duties.

R8.2 Operation on sight

Operators must operate their trains on sight at all times including while under signal protection. The term “on sight” means within half the range of vision. Changes to the range of vision must be anticipated. [See also Rule R8.9]

R8.3 Entering a main line track

The normal direction of traffic on main lines between interlockings is to the right. On any main line track not in a terminal or within an interlocking, operators must operate only in the normal direction of traffic, except on orders of the controller, or, in the case of a single track, on orders of the pilot or tower *worker*, where bi-directional cab signal is operational and the pilot is a token. [See R9.1]

R8.4 Turning a train at an interlocking

Operators making a turn-back at an interlocking must pass the reverse movement signal only far enough to clear the train consist.

R8.5 Turning a train at a crossover

Operators making a turn-back at a crossover not in an interlocking must pass the switches only far enough to clear the train consist.

R8.6 Application of train operating and switching rules

R8.6.1 Managers, yardmasters, yard leaders, instructors, supervisors and switch *workers* must obey the rules prescribed for operators.

R8.6.2 When coupling or uncoupling cars, operators must obey the rules prescribed for yardmasters, yard leaders and switch *workers*.

R8.7 Operator's working position

R8.7.1 Normally, operators must operate from the front cab of the train. When pushing another train or when operating a train from a cab other than the head cab, a *flagger* must be stationed on the forward end of the head car to give the proper signals and be *prepared* to stop the train.

R8.7.2 Operators must never back up a train if it is possible to change ends, except when uncoupling trains (only far enough to separate the couplers). When it is absolutely necessary to back up a train, a *flagger* must first be stationed on the rear end to give the proper back-up signal and be *prepared* to stop the train.

R8.7.3 When changing cabs or when laying up a train, operators must prepare the vacated cab for customer use, if so designed.

R8.7.4 When it is necessary for an operator to leave the cab, the train must be secured against moving and the cab must be secured in accordance with current SOPs.

R8.7.5 Operators must not permit any person to ride in the cab without proper authorization.

R8.8 Preparing a train for service

When taking any train on the line of road or preparing a train for service at a terminal or in a yard, employees must make certain that the train is in safe and proper condition to operate.

R8.8.1 In the head car motorcab Operators must:

a) Insert the reverser key and place it in the forward position
b) Move the Master Controller to the B3 position (2600/3200 series cars) or Maximum Service Brake position (5000 series cars)
c) Check the control positive is on (2600/3200 series cars)
d) Touch the Smartcard to the Smartcard reader (5000 series cars)
e) Check the TOTS for proper operation (5000 series cars)
f) Log on to the Pre-Recorded Announcement System's Operator Control Unit (OCU) (2600/3200 series cars) or the Operator Control Interface (OCI) *(7000 series cars)*, located on the TOTS (5000 series cars) and check that it powers up and is queued properly
g) Check the DOORS and BRAKES panel lights for proper illumination
h) Check the ADU for proper operation
i) Turn on the air comfort
j) Turn on the interior lights
k) Turn on the exterior lights
l) Set the destination sign selector switches and check that the appropriate signs are displayed throughout the consist
m) Test the windshield wiper
n) Test the signal buzzer
o) Set the run number (2600/3200 series cars)
p) Visually verify the number of cars in the consist in the consist and set the consist box to display the number of cars in the consist
q) Test the track brake
r) Test the train horn

s) Check that both types of fire extinguishers are present and confirm that they properly stowed, are fully charged and appear undamaged
t) Check that a sleet scraper stick is present
u) Unlock the window lock on the left side sliding sash window in the operating motorcab and check that the window moves freely along the track (2600/5000 series cars)
v) Check that the door control levers are in the closed position and not damaged. Insert the MUDC key into the door control box
w) Open the platform-side window and, using the door control lever, open the platform-side doors
x) Check both sides of the entire consist for properly illuminated OSLs
y) Visually check that no side doors are cut out
z) Open the non-platform side motorcab window and check the right-of-way for unauthorized persons as well as red blister lights indicating an open door. Report any unusual circumstance to the Rail Controller immediately.
aa) Test the PA system on both sides of the motorcab (including the handset) to ensure that the route/destination, stop and other programmed announcements are functioning correctly (do not use the exterior speakers at Forest Park between 2200 hours and 0500 hours).

R8.8.2 On the exterior front of the train Operators must:

a) Check that all headlights are illuminated
b) Check for correct destination sign and classification marker lights
c) Make sure the safety chains are hooked across the end door and springs are stowed and secure
d) check the headlights and marker lights.

R8.8.3 On the interior of the train Operators must:

a) Check destination signs on both sides of each car
b) Check that all motorcab doors are closed in the trimmed position
c) Check that motorcab windows are closed and locked
d) Check that safety chains and springs are hooked between each car
e) Check cars for conditions that may possibly cause discomfort or injury to customers (see R3.4)
f) Set the run number on the rear car (2600/3200 series cars).

R8.8.4 On the exterior rear of the train, Operators must:

a) Check that all taillights are properly illuminated
b) Check for correct destination sign
c) Make sure the safety chains are hooked across the end door and springs are stowed and secure

R8.8.5 Yardmasters, yard leaders, switch *workers* and operators must, when preparing put-out trains and making adds:

a) Walk the length of the train at track level and inside to verify that it is roadworthy
b) Couple the cars, hook the safety chains and springs, if applicable
c) Turn on the air comfort
d) Turn on the interior lights
e) Turn on the exterior lights
f) Insert the reverser key and place it in the forward position
g) Move the Master Controller to the B3 position (2600/3200 series cars) or Maximum Service Brake position (5000 and *7000 series cars*)
h) Check the control positive is on (2600/3200 series cars)
i) Check the DOORS and BRAKES panel lights for proper illumination
j) Check the ADU for proper operation

k) Set the destination sign selector switches and check that the appropriate signs are displayed throughout the consist
l) Test the windshield wiper
m) Test the signal buzzer
n) Test the track brake
o) Check that both types of fire extinguishers are present and confirm that they properly stowed fire, are fully charged and appear undamaged
p) Check for the sleet scraper stick
q) Unlock both motorcab windows in the head car and the rear car motorcabs and check that the windows are operating properly
r) Check that the door control levers are in the closed position and not damaged. Insert the MUDC key into the door control box
s) Open the platform-side window and, using the door control lever, open the platform-side doors
t) Check both sides of the entire consist for properly illuminated OSLs
u) Visually check that no side doors are cut out
v) Place the Master Controller in COAST to ensure that the friction brakes release, indicated when the BRAKES panel light turns off
w) Test the PA system on both sides of the motorcab (including the handset).
x) Check PIU.

R8.8.6 Employees must obtain authorization from the controller before taking any train or other piece of equipment not in the schedule onto a main line, and must report to the controller when the train changes routes, passes through major junction points and is clear of the main line at its destination. The complete route must be described to the controller *before* to departure from the initial terminal.

R8.8.7 Employees must perform temperature-dependent testing when the weather forecast predicts that the outside temperature will be below 20 degrees Fahrenheit or above 80 degrees Fahrenheit (using O'Hare temperature).

R8.8.8 Employees must make their first stop a test stop.

R8.9 Safe operation of trains

R8.9.1 Operators must look ahead and be constantly alert for any condition which may cause injury or damage and be ready to bring their train to a safe and smooth stop.

R8.9.2 Operators must keep a safe distance from trains or foreign railborne equipment ahead and must operate at a speed which will enable a safe stop should a train ahead make a sudden stop. Collision will not be excused.

R8.9.3 Operators should as far as is practicable accelerate gradually, stop smoothly and operate in such a manner to promote the comfort of customers.

R8.9.4 Operators must use care in coupling and uncoupling cars to avoid injury or damage.

R8.9.5 Operators must not engage in unnecessary conversation with customers or other employees.

R8.9.6 Operators must not smoke, eat, drink or read while train is in service. Food, beverages, smoking and reading materials must be kept packaged and out of sight.

R8.9.7 Operators must make certain the train is protected against other train movement when crossing from one track to another.

R8.9.8 The unauthorized use of *any personal electronic device, including* cellular phone, pager, bluetooth, radio/earbud, MP3 player, CD player, DVD player, portable television, PDA, portable video game, and sending or receiving text messages and emails is prohibited.

R8.9.9 Final responsibility for safe operation rests with the person operating the train.

R8.10 Stopping for customers

R8.10.1 Operators must make a full stop at all designated stations unless otherwise ordered.

R8.10.2 Stops for customers must be made only at authorized stations.

R8.10.3 Trains must wait a reasonable length of time for customers to transfer from approaching buses or trains of another route, allowing more time in owl periods and on routes where there is a long headway.

R8.12 Berthing a train

R8.12.1 Operators must not move the train into a station until the leader has cleared the station, except when it is necessary to close on the leader to assist or to unload customers in an emergency.

R8.12.2 Operators should stop their train with the front corner posts at the appropriate berth marker or no more than ten (10) feet beyond. Trains must not be stopped short of the appropriate berth marker. Trains must not pass beyond the X-board or, if there is no X-board, the leaving end of the platform.

R8.12.3 Operators must safely berth the train at the correct berth marker for the length of the train consist. Point to the berth marker and verbally acknowledge the number indicated on the berth marker (e.g., “8 cars”) that corresponds with the length of the train consist.

R8.12.4 When certain that the train is completely stopped and properly berthed, while looking out the motorcab window and down the entire length of the train, open the side doors on the platform side. After observing customers on the platform boarding, and alighting and playing/making the appropriate announcement, when clear, close the doors and check that all red door OSLs are off on non-defective cars.

R8.12.5 Operators must request customers to move away from the doors.

R8.13 Starting train from stations with starting signals

R8.13.1 At a terminal, operators must be at the operating position and make the train available for customer occupancy as soon as possible *before* the *departure* time, five (5) minutes ahead of scheduled departure, if practical.

R8.13.2 Operators must close the doors and proceed promptly upon receiving the starting signal at stations so equipped.

R8.13.3 If a starting signal is not received at scheduled leaving time and there are no special instructions, the train must proceed after thirty (30) seconds if safe to do so. Failure to receive a starting signal should be reported to the controller.

R8.14 Starting a train from other stations

R8.14.1 While looking out the motorcab window and down the entire length of the train, open the side doors on the platform side. After observing customers on the platform boarding, and alighting and playing/making the appropriate announcement, when clear, close the doors and check that all red door OSLs are off on non-defective cars. Keep all side doors closed while the train is in motion.

R8.15 Operation when passing stations

R8.15.1 When passing a station, operators must have the train under control and must observe that persons on the station platform are in the clear. The train must not be operated faster than 35 mph and the train horn must be used as necessary to warn passengers away from platform (see R5.5.3).

R8.15.2 When authorized to skip stations, operators must make appropriate announcements, set the destination signs to read “Express” and provide opportunity for customers wishing to alight to do so before closing doors.

R8.16 Operation at curves

R8.16.1 When approaching curves, operators must reduce the speed of trains to promote the comfort of the customers. They must not increase the speed of trains above the limit within the curve until the last car has cleared the curve.

R8.16.2 Where speed and clear signs are provided, operators must reduce speed accordingly by the time the front of the train reaches the sign, and must not exceed that speed until the front of the train reaches the appropriate clear sign.

R8.17 When operators must stand

Operators must stand:

a) on curves or in slow zones where the posted speed is fifteen (15) mph or less
b) through interlockings
c) at street crossings
d) when authorized to skip stations at which a train is scheduled to stop
e) when entering a station at which a train is scheduled to stop
f) when not under protection of ATC or wayside signals; for example, in yards, when closing in on a train ahead, or proceeding on a red indication
g) when passing personnel on the row-of-way.

R8.18 Operation at street crossings

Before entering any street crossing, operators must make certain that a steady green aspect is displayed on the automatic gate crossing signal [See Rule R5.11]. A train must never enter a street crossing occupied by pedestrians or vehicles, regardless of the crossing gate position or aspect displayed by the automatic gate crossing signal. If the crossing is occupied, stop; notify the controller and follow instructions.

R8.19 Operation during periods of poor visibility

R8.19.1 Operators must reduce speed during periods of poor visibility or whenever the range of vision is restricted, so that a full stop can be made within half the distance the track is seen to be clear.

R8.19.2 Operating employees must report conditions of poor visibility to the controller.

R8.20 Operation during periods of sleet

R8.20.1 When sleet interferes with the operation of trains, employees must report the condition to the controller. If unable to communicate with the controller, operators must use their own judgement to lower scrapers.

R8.20.2 Yardmasters, yard leaders, switch *workers* and operators must check that scrapers are raised or lowered as necessary or when directed by proper authority.

R8.21 Operation of switches during snow and wet freezing weather

R8.21.1 During snow and wet freezing weather, operators must be especially careful to observe switches before using them.

R8.21.2 To prevent switches from freezing during snow and wet freezing weather, tower *workers* must operate them periodically.

R8.22 Stopping or starting train on slippery rails

R8.22.1 When stopping a train on slippery rails, operators must use a *lower* braking rate than normal to prevent the wheels from sliding and must be prepared to use the track brake if necessary.

R8.22.2 When starting a train on slippery rails, operators must use a slower accelerating rate than normal to prevent the wheels from spinning.

R8.23 Train operation through crossovers and over power section gaps

R8.23.1 Employees must not accelerate when operating through crossovers.

R8.23.2 Employees must not accelerate when operating over power section gaps.

R8.26 Passing persons on tracks

R8.26.1 Upon receipt of a proceed signal from authorized persons near the track, operators may proceed at 6 mph, unless otherwise instructed, until the entire train has passed.

R8.26.2 Operators must open the cab window and stand when passing persons on or near the track.

R8.26.3 Operators shall not operate past persons at track level until they receive a proper proceed signal and see that all persons and equipment are in the clear.

R8.27 Passing work trains

Operators must operate with caution when passing work trains.

R8.28 Boarding and alighting moving cars

Employees must not board or alight moving cars and must make every effort to prevent customers from doing so.

R8.29 End doors of cars

R8.29.1 Operators must check that all end doors are closed *before* to leaving the terminal. Front end doors must remain closed at all times while the train is in motion.

R8.29.2 Employees must exercise care in using end doors.

R8.30 Adherence to schedules

R8.30.1 Operators are required to operate in accordance with the schedule, running time, and time points for their runs.

R8.30.2 Operating employees must carry a reliable *analog wrist*watch adjusted to the correct time.

R8.31 Unauthorized operation

Employees must not exchange duties or permit others to do any part of their work unless authorized by proper authority.

R8.32 Instructing students

R8.32.1 Line instructors must ensure that the student performs properly.

R8.32.2 Line instructors must be in a position to take control.

R8.32.3 Line instructors must notify the controller when the train is more than five (5) minutes behind schedule, and take over operation of the train, if instructed.

R8.32.4 Line instructors must notify the controller that they have a student *before* to departing the terminal, on their first trip with that student.

R8.33 Crossing train from one track to another

R8.33.1 When crossing a train from one track to another where there is no interlocking or where track switches are being manually operated, operators must have the cab window open and must be prepared to stop the train.

R8.33.2 When crossing a train from one track to another through hand operated switches, the person operating the switches must, after throwing the switches, step across to the track to which the train is being crossed, to be in a position to flag an approaching train. Operators must not move trains through the crossover until the person operating the switches has stepped across to the track to which their train is being crossed and has given the proper signal.

R8.33.3 After a train has crossed from one track to another and has cleared the crossover, the switches must be restored to normal and locked.

R8.35 Five foot safety stop

Operators must bring trains carefully to a full stop not less than five (5) feet from a bumping post or a train ahead when closing or coupling.

R8.36 Operators scheduled to deadhead

Operators who are scheduled to deadhead must report to the terminal supervisor before boarding the train on which they are scheduled to travel and are required to work instead of deadheading, if needed.

R8.37 Accommodating customers

The Control Center must be notified when a train is unable to accommodate all customers that wish to board.

R8.38 Train operation approaching a signal displaying a "stop" indication

Operators must not move the train closer than fifty (50) feet from a signal displaying a RED "Stop" indication (R5.7.1) or an Interlocking Home Signal displaying a RED/RED "Stop and stay" indication (R5.8.2) without authorization from the Tower *worker* or Rail Controller.

R8.39 Train horn use

R8.39.1 Operators should only use train horns when the situation warrants (see R5.5).

R8.39.2 Operators must use the appropriate horn signal approaching every street crossing on the Yellow Line. Operators approaching grade crossings on other Lines must refrain from using the train horn at grade crossings under normal circumstances and only use the train horn to warn motorists or pedestrians, when warranted.

R8.40 Securing motorcab

R8.40.1 Operators must keep the cab door closed and locked at all times while operating. The door must not be open partially or entirely except when an employee in the line of duty requires its use to enter or leave the cab.

R8.40.2 Employees in the line of duty required to leave the motorcab must secure it by:

a) Placing the control positive toggle switch in the “Off” position (on 2600/3200 series rail cars)
b) Placing the Master Controller in the “B2” position (on 2600/3200 series rail cars) or any position in between the “MAXIMUM SERVICE BRAKE” and “MINIMUM SERVICE BRAKE” (on 5000 series rail cars)
c) Closing the motorcab door.

R8.41 Train operation approaching track switches

R8.41.1 Operators must point to and observe the position of the switch points and determine if the switch points are properly lined for trailing and facing moves.

R8.41.2 Operators must verbally acknowledge the alignment of the switch (e.g., “switch aligned for diverging route”).

R8.42 Train operation approaching home and automatic gate crossing signals

R8.42.1 Operators must observe the aspect of the wayside signal and point to the signal.

R8.42.2 Operators must call out the color of the aspect and the indication of the signal (e.g., “green over red, proceed on main route”).

Section R9 – Irregular Train Operation

R9.1 Single track movements – definition and operation

R9.1.1 The term “single track movement” means the bidirectional operation of trains on one track.

R9.1.2 The pilot must be present at one end of the single track zone to authorize entry of any trains into the zone from that point. Trains may be authorized to enter individually or in groups, but the pilot must ride the last train of each group to the opposite end of the zone, to be sure that it is clear, and then authorize the reversal of traffic. The pilot must not alight within the single track zone.

R9.1.3 Operators must not operate trains into a single track zone except upon authorization from the pilot.

R9.1.4 Switch *workers*, *flagger* or tower *workers* must not line a route or give a signal for a train to enter a single track except upon authorization from the pilot.

R9.1.5 A flag or other token may be used instead of a pilot.

R9.2 Blockades of trains

R9.2.1 In the event of a blockade, operators of trains standing between stations in excess of five minutes must call the controller.

R9.2.2 If the train is at a station and customers desire to leave, operators must give them the opportunity to do so. If the train is between stations, operators must call the controller for authorization to move to the nearest station or to close on the train ahead to enable customers to walk through cars to a station platform.

R9.2.3 If the train is between stations and cannot be moved, the operator must attempt to keep the customers on the train and consider their comfort.

R9.2.4 If customers insist on leaving the train, employees must assist them in reaching the nearest exit safely. Before permitting any customers to alight to the track or right-of-way, operators must request the power off. The controller must be notified as soon as the customers are in the clear.

R9.3 Emergency stop by operator

To stop a train in the shortest possible distance, operators must move the master controller handle or air brake handle to the emergency braking position.

R9.4 When a train goes into emergency

Whenever a standing train has an indication that brakes are applied when they should be released, the operator may reset the brakes and proceed, provided that it is safe to do so. Whenever a moving train goes into emergency for an unknown reason, the operator, before proceeding, must take these steps:

a) Immediately notify the controller.
b) Attempt to find and correct the trouble.
c) If the trouble is not in the cab, walk the length of the train checking all side trips, jumper switches, couplings, emergency switches, wheels on tracks and to look for any other defects and debris.
d) If the trouble is found, contact the controller for authorization to proceed or for instructions.
e) If the trouble cannot be found and the visual inspection shows everything normal, contact the controller for instructions.

R9.5 Unexpected opening of doors

If any of the side doors open while a train is moving, the train must be brought to a service stop immediately. Operators must check whether anyone has fallen from the train, render aid if needed and close any open doors. Operators must notify the controller of the occurrence.

R9.6 Berthing a train – irregular

R9.6.1 If a train is stopped short of the berth marker, the operator must move the train up to the marker *before* opening any side doors.

R9.6.2 If the stop is beyond the berth allowance with part of the train past the platform end railing or x-board, operators must call the controller. If it is safe to manually open some of the doors, the operator may do so. Operators must direct customers to the operating doors.

R9.7 Procedure in event of PCR malfunction

R9.7.1 If the door light in the operator's cab does not illuminate and all doors are closed, the operator must call the controller for instructions. If the controller authorizes the use of the door bypass, the operator must proceed with extreme caution to avoid moving the train with any door open.

R9.7.2 Employees who find a bypass circuit activated must call the controller for instructions and make the proper written report. Tampering with, obscuring or otherwise altering the bypass circuit and/or its associated indication light[s] is not permitted.

R9.7.3 Starting from a terminal

Operators must not take a train requiring the use of the door bypass into service.

R9.7.4 Between terminals

The operator must obtain authorization to activate the door bypass from the controller before proceeding. The controller will provide specific instructions, may authorize the door bypass and may dispatch a supervisor to meet the train.

R9.7.5 Procedure until a supervisor, rail instructor or manager accompanies train

Until a supervisor, rail instructor or manager meets the train, the controller may authorize the operator to proceed at a speed not to exceed 15 mph.

R9.7.6 Procedure when a train is accompanied by a supervisor, rail instructor or manager

When a supervisor, rail instructor or manager meets the train and notifies the controller, they will position themselves in the motorcab of a car situated in the middle of the consist so they may assist the operator in checking to ensure that all doors are closed. At minimum, the supervisor, rail instructor, or manager should check to ensure that the doors are closed on both sides of the train *before* departing every station.

R9.8 Cutting out a side door

When a side door becomes inoperative, the operator or other qualified employee must electrically cut it out, mechanically secure the door panels from moving and attach an out-of-order sticker to the glass. When a side door cannot be closed, it must be properly guarded. If a door cannot be properly guarded, the car must be unloaded and isolated from passenger use.

R9.9 Fire on train

R9.9.1 In the event of a fire on a train, operators must stop [within a station if possible], notify the controller and request that power be turned off. The operator must assist the customers in leaving the burning car. Operators must raise the trolley shoes on the burning car and must attempt to extinguish the fire. Operators must notify the controller.

R9.9.2 Operators must never take a burning car into the subway.

R9.9.3 All employees present must assist the operator in handling the emergency.

R9.9.4 Whenever a fire extinguisher is used, it must be returned to the train and reported.

R9.10 Fire on or near track

R9.10.1 Any employee who observes a fire on or near a track must notify the controller.

R9.10.2 Operators observing a track fire must stop the train and attempt to extinguish the fire.

R9.10.3 Operators, when operating trains past a fire adjacent to the *right-of-way* (ROW), must turn off the air comfort system, open the cab window and honor any signals which may be given.

R9.11 Procedure in the event of other malfunction

When a train is stopped because it is defective, the operator must notify the controller. The operator must follow standard troubleshooting procedures.

R9.12 Defects along the line of road

Any employee who discovers a defect in the track, or any condition which might affect the safety of trains, must report it to the controller as soon as possible.

R9.13 Unusual incidents to be reported

Operators must make written reports to the route manager of emergency stops, unusually severe stops and improper or missed station stops, near miss or unsafe action, and any other unusual occurrence.

R9.14 Service interruptions

R9.14.1 To prevent service interruptions and in emergencies, operators may be required to make additional trips.

R9.14.2 Operators involved in a service interruption must report immediately to the supervisor on duty upon arrival at the terminal.

R9.15 Protecting Out of Service Track – unscheduled

Sections of track that are removed from service for any unplanned reason must be protected according to existing procedures. Protection may include any or all of the following: portable track trip, physical barrier, interlocking modification, switch wedge or clamp.

R9.16 Protecting Out of Service Track – scheduled

Sections of track that are removed from service for any planned reason must be protected according to existing procedures. Protection should include all of the following: a Do not enter sign, portable track trip and Dietz light and may include a physical barrier, interlocking modification, switch wedge or clamp.

R9.17 Turning tracks over

Tracks being taken out of service must be properly protected *before* turning the tracks over to the PIC.

R9.18 Clearing a grounded trolley block

When clearing a grounded trolley block, the following steps must be taken:

a) *Have 600 volt power removed by contacting the Controller.*
b) Isolate the car by raising and hooking all four (4) trolley shoes.
c) *Raise all scrapers on the affected car.*
d) Cut trolley shoe fuses and scraper spring shunts on all four (4) trolley blocks.
e) *Cut-out MCCO switch.*
f) *Have 600 volt power restored by contacting the Controller.*
g) *Remove the defective unit from service at the next terminal unless further problems occur.*

R9.19 Defective equipment protocol

Whenever an in-service train has fifty (50) percent (50%) of the cars in its consist cut out due to defects, the train must be unloaded at the next available station and removed from service. Once unloaded, the train should be run, out of service, to the nearest middle track, center track, side track or terminal, whichever is closest, where it can be laid up until inspected by rail maintenance personnel, unless otherwise directed.

Section R10 – Yard Operation

R10.1 Safety in yards

R10.1.1 Employees operating trains on any track within yard limits must be prepared to stop immediately. The speed limit of trains within yard limits is 6 mph or less (restricted speed) unless otherwise posted. The operator's cab window on trains operated in the yard must be open.

R10.1.2 A positive stop must be made at all doorways and at all entrances to pits to determine that all is clear before proceeding.

R10.2 Adding, cutting or laying up cars

R10.2.1 Before an add or cut is made at a station, operators must open the doors to allow customers to alight, then close the doors and keep them closed until after the add or cut has been completed.

R10.2.2 *Before* a train is to be laid up, operators must check that all customers have left the train and that all doors and windows are closed.

R10.2.3 Safety chains and springs, except at the ends of the train, must be hooked from car to car. At the ends of the train, the safety chains must be hooked across the end doors and springs must be properly secured.

R10.3 Coupling or uncoupling cars

R10.3.1 Employees must use care in coupling and uncoupling to avoid injury and damage.

R10.3.2 Employees must not be in between moving cars when coupling or uncoupling.

R10.3.3 When cutting or adding cars, employees must have the cab window open and must be prepared to stop the train.

R10.3.4 An employee who couples or uncouples a train must notify the person operating the train that the add or cut is to be made.

R10.3.5 After being notified that cars are to be added or cut, employees must keep the brakes applied until receiving a proceed signal from the person making the add or cut. After the consist of a train has changed, the brakes must be tested.

R10.3.6 When cars are being coupled to other cars, employees must make a five (5) foot safety stop before making the coupling.

R10.3.7 After the five (5) foot safety stop is made, employees who are at track level must align the drawbars. While between the cars, persons at track level must be constantly alert in case the train moves unexpectedly and after completing a coupling or uncoupling, must step clear of the train.

R10.3.8 Employees must check that the drawbars are properly aligned and make the coupling at the lowest practical speed.

R10.3.9 After the coupling is made, employees must test it and must check that safety chains and springs are properly trimmed. Switch *workers* must check the slide lock indicators.

R10.3.10 When assured that it is safe for the train to be moved, persons at track level must give employees the proceed signal.

R10.3.11 5000 *and 7000* series cars can mechanically couple to non-5000 *and 7000* series cars, but MUST not be electrically coupled (electric couple contact points must be retracted) to non-5000 series *and non-7000* cars.

R10.3.12 Every effort must be made to avoid coupling or uncoupling cars over a switch.

R10.4 *Flat Car and work motor* cables and switches

When making up trains or adding cars, employees must check that jumper cables, jumper switches, air hoses or angle cocks are in the proper position.

R10.5 Working under cars

R10.5.1 Any employee intending to go under a car must first obtain the operator's reverser key, returning it only after the work is completed and all persons are clear.

R10.5.2 The train must not be started until the proceed signal has been given.

R10.6 Placing cars in shops

R10.6.1 Employees must make a safety stop, make certain that the wheel stops are clear and sound the horn before entering a shop. A sufficient number of fully operable cars must be coupled to the unit to be moved and/or the cars must be stung into the shop according to current SOPs.

R10.6.2 Before moving cars onto a shop track already occupied by other cars, employees must check that everyone is in the clear. They must allow for the possibility that shop tracks may be greasy. If it is necessary to couple to cars on a shop track, employees must avoid causing such cars to roll against other cars. They must be especially careful in approaching cars which are on blocks or jacks or have scaffolding about them.

R10.7 Taking cars from shops

When taking cars from shops, employees must:

a) check that everyone is in the clear and that the cars are free of scaffolding, tools and other obstructions,
b) make certain that cars are ready to operate properly,
c) *before* moving cars, sound the train horn several times,
d) make a safety stop inside the shop doors,
e) make certain that shop doors are fully open and secured,
f) make certain that wheel stops are clear and the track ahead is clear,
g) sound the train horn and proceed at restricted speed by placing the master controller in the "P1" position (on 2400/2600/3200 series cars) or the " MINIMUM POWER" position and immediately placing the master controller in the "COAST" position.

R10.8 Trains spotted outside shop doors

Employees must not leave a train spotted bridging the insulated joints outside maintenance shop doors for more than one minute.

R10.9 Securing hold cars

Rail hold cars must be stored on designated yard tracks. Upon completion of storing the hold cars, switch *workers* will use two (2) wheel chocks that will be placed on the non-third rail side of the #1 truck at the #1 and #2 axles on the odd numbered rail car. A blue flag with a yellow "C" must be placed on each end of the car(s) (see R5.6.5).

R10.10 Unmanned cars

Employees must not leave a train energized. All unmanned cars must be shut down and the motorcabs secured.

Section R11 – Miscellaneous

R11.1 Special duties of CSAs/CSRs

R11.1.1 CSAs/CSRs must keep all valuables not needed for immediate use out of sight.

R11.1.2 Valuables held in trust or made up for the courier must be placed in the drop safe.

R11.1.3 CSAs/CSRs must keep the kiosk doors and gates closed and locked at all times.

R11.1.4 CSAs/CSRs must not permit anyone to enter the kiosk without proper authorization.

R11.1.5 CSAs/CSRs must report any needed repairs to the controller.

R11.1.7 CSAs/CSRs must not carry on any unnecessary conversations over the telephone. They must not use or answer the public phone located outside the kiosk unless properly relieved. Exception: CSAs/CSRs may use the public telephone to communicate with the controller if the kiosk phone is defective.

R11.1.8 Cooking in stations is prohibited. Electrical appliances not approved by the Authority are prohibited.

R11.1.10 Whenever possible, CSAs/CSRs must answer passengers' questions from outside of the kiosk. Customer service representatives/ assistants must proactively interact with passengers in normal and emergency situations.

R11.1.12 CSAs/CSRs must observe the condition of their station and report any improper condition which they cannot correct. CSAs/CSRs must pick up loose papers and other debris and keep stations as neat as possible.

R11.1.13 CSAs/CSRs must perform their duties and responsibilities according to current *bulletins and* SOPs.

R11.1.14 CSAs/CSRs must position themselves outside the station kiosk:

a) from 0600 to 0900 hours and from 1500 to 1800 hours,
b) when trains are operating on weekday schedules,
c) when there are customers in the station area,
d) when there are customers requiring assistance on the platform,
e) during special events,
f) at any other time as ordered by a person of authority.

R11.1.15 CSAs/CSRs must make platform and station inspections:

a) when they first arrive at the station,
b) every hour,
c) before the end of their tour of duty.

R11.1.16 The kiosk chair must not be used outside of the kiosk during the above rush periods. To provide comfort for CSAs/CSRs outside of the kiosk, the kiosk chair may be positioned in a place of prominence outside of the kiosk for use during the non-peak periods. The kiosk chair must not be in a position that will impede traffic flow or pose a hazard to employees or customers.

R11.1.17 When more than one (1) CSA/CSR is on duty, *the CSAs/CSRs* should not work in the same area. One (1) must be positioned at the Ventra Vending Machines and one (1) must be positioned at the turnstiles; the employee assigned to the turnstiles must make station/platform observations, maintain station appearance and pick up debris when the turnstiles are not busy. At no time should there be more than one (1) on-duty CSA/CSR inside the kiosk.

R11.1.18 CSAs/CSRs must interact with as many customers as possible and actively engage in courteous greetings as customers enter or leave the station. Examples of appropriate greetings include: “Thank you for riding the CTA”, “How may I assist you?” and “Have a good day.”

R11.1.19 CSAs/CSRs must touch their employee ID card to the MV of any functioning station turnstile:

a) Every hour, between ten (10) minutes before and ten (10) minutes after the top of the hour, during their tour of duty.
b) When working comfort relief jobs, CSAs/CSRs must touch their Employee ID Card to the MV of any working turnstile at the scheduled relief time at the first assigned station.
c) At their scheduled finishing time.

R11.1.20 CSAs/CSRs must notify *CCO* and the Rail Clerk if they do not receive their comfort relief at the scheduled time.

R11.1.21 CSAs/CSRs must remain at their assigned station until the scheduled completion of their tour of duty, regardless of when their relief arrives.

R11.1.22 CSAs/CSRs must contact *CCO* if they are not relieved as scheduled and follow their instructions and remain until relieved.

R11.1.23 The CSR or CSA must call the Elevator Status Line, x13077, at fifteen (15) minutes past the hour, every hour of every day, starting at 0615 hours through 2115 hours to receive updates about the operational status of every elevator. Any change must be noted on the board so customers can tell at a glance the status of elevators throughout the rail system.

R11.2 Special duties of *flaggers* protecting *workers*

R11.2.1 *Flaggers* must:

a) Depart the terminal no later than ten (10) minutes after their scheduled report time *or at the conclusion of the Flagger safety briefing.*
b) Travel directly by CTA train or bus to the work site. The use of private vehicles is prohibited,
c) If no workers are present thirty (30) minutes after the scheduled start work time of the job, call the controller and follow instructions
d) Report to and obey the orders of the person in charge of the group to whom assigned.
e) Check that the slow zone is set up properly and promptly notify the controller of any irregularities. If the slow zone is set up improperly do not allow workers on the tracks until the deficiency is corrected.
f) Place portable track trips at a sufficient distance (at least 200 ft. in advance of workers on the right-of-way) to protect the *workers* in case a train should fail to stop by the *flaggers*. Portable track trips must be used even if a Slow Zone is not set up.

g) Lift the portable track trip staff out of the way and show it to the operator only when the *flaggers* has ascertained that it is safe to allow a train to proceed.
h) Remain in full view of approaching trains.
i) Sound the portable horn as a warning to the *workers*
j) Inform the work crew person in charge of any planned or unplanned personal breaks.
k) Perform their duties and responsibilities according to current SOPs.
l) Call the controller to request authorization to enter the right-of-way. Provide your location (from to), direction, badge number, approximate length of time you expect to be on the right-of-way, and the number of people entering the right-of-way,
m) If moving, call onto the right-of-way from station to station.
n) Upon arrival at the work site, report to the work crew leader for briefing.

R11.2.2 If a situation arises requiring a *flagger* to leave an assigned post, the *flagger* must notify the work crew leader, all work must stop and workers must leave the right-of-way unless the *flagger* is replaced by an authorized relief person.

R11.3 Special duties of switch *workers*, yardmasters and yard leaders

R11.3.1 Switch *workers*, yardmasters and yard leaders must: When taking cars from shops, employees must:

a) Make up trains and add cars,
b) Lay-up trains and cut cars,
c) Properly couple the cars,
d) Hook the safety chains and springs,
e) Check the marker lights, tail lights and head lights,
f) Set the destination sign switches,
g) Turn on the air comfort and lights,
h) Prepare trains by trimming cabs for operator's use,
i) Prepare trains for storage by turning off the controls, air comfort and lights; by securing the train against rolling; by trimming cabs for passenger use; and by closing doors and windows,
j) Switch cars about the yard and on the line of road,
k) Operate track switches,
l) Manually operate spring switches during periods of snow,
m) Check that track switches are properly set and locked and that switch points and frogs are free of defects and foreign objects, not throw track switches under trains,
n) Not leave fire extinguishers, sleet scraper sticks, stingers and other items lying on the ground,
o) Be properly attired to work at track level,
p) Perform their duties and responsibilities according to current SOPs.

R11.3.3 Switch *worker(s)* must check that switches are cleared of snow and ice and report defective switch heat to the yardmaster, supervisor or yard leader.

R11.4 Special duties of tower *workers*

R11.4.1 Tower *workers* must:

a) monitor train schedules,
b) set up routes for approaching trains without causing or increasing delays,
c) immediately take corrective action when an unusual or dangerous condition is observed,
d) operate switches from time to time during snow and wet freezing weather to prevent them from freezing,
e) notify the controller of any weather-related condition which could hinder the operation of the interlocking,
f) turn on switch heaters when needed or directed to,
g) clear ice and snow from switches,
h) use authorized emergency measures to operate the interlocking in the event of track circuit failure,
i) be properly attired to work at track level,
j) perform their duties and responsibilities according to current SOPs.

R11.4.2 Tower *workers* must not permit unauthorized persons in the towers.

R11.5 Special duties of couriers

Couriers must:

a) wear regulation uniform with badge properly affixed,
b) obtain necessary equipment from the route manager,
c) report defective equipment and unusual occurrences to the route manager,
d) follow schedule of collection,
e) collect and reconcile daily reports,
f) perform the duties of customer *service* assistant in emergencies or when directed by the proper authority.
g) perform their duties and responsibilities according to current SOPs.

Section R12 – Safety and Security on or near Rapid Transit Tracks

R12.1 Entering the right-of-way

R12.1.1 All employees must contact the controller before entering the right-of-way and state:

a) Your badge number or radio call number and the number of people in your group.
b) Where you will be working, including the direction of train traffic.
c) How long you will be working at that location.

R12.1.2 Backpacks *must* not to be worn when on the right-of-way.

R12.1.3 WA lights must be activated to alert operators of your presence in the area.

R12.2 Use of care while on tracks

R12.2.1 Employees must expect trains to run on any track, in either direction, at any time.

R12.2.2 When necessary to cross tracks, employees should look both ways, then step over the rails, not on them.

R12.2.3 Employees must follow established safety procedures when entering upon or working adjacent to the right-of-way without flagging protection. This rule does not relieve employees working under flagging protection from the same obligations.

R12.2.4 Employees must notify the controller whenever they enter or leave the right-of-way.

R12.2.5 Work crews must always walk/work against the normal direction of traffic so that they never have their backs to an oncoming train.

R12.3 Employees on tracks to signal operators

Employees must stand and face approaching trains, place themselves, their tools and equipment in safe positions, and then signal the operator to proceed. Remain standing and face the train until the entire train has passed.

R12.4 Personal Protective Equipment (PPE)

High-visibility, fire-retardant safety vests must be worn as the outermost layer of clothing and must not be obstructed from view by clothing, bags, backpacks, decals or insignias. The vest must be properly closed and secured in the front to ensure full visibility.

R12.5 Train yard security

R12.5.1 Employees must not permit unauthorized persons in the yards.

R12.5.2 In the course of normal business, yardmasters and switch *workers* must observe entrance and egress points of yards and report any breaches to *CCO*. When there are no scheduled or unplanned yard moves, the person in charge of yard operations will designate personnel to check the yard every fifteen (15) minutes, at minimum, and noted on the Yard *Moves* Documentation Sheet (CTA form 3137). The person(s) checking the yard will check for an immediately report the following:

a) Unauthorized persons in the yard
b) Unsecured entrance/exit gates and doors
c) Equipment not parked in the clear
d) Doors windows of parked equipment left open
e) Debris in switch points and/or frogs
f) Damage or vandalism that would compromise security or the integrity of equipment
g) Anything that needs repair
h) Anything unusual or that seems out of place
i) Other conditions as warranted.

R12.5.3 All points of entry including gates and doors must be locked at all times while not in use.

R12.6 When to set up a Slow Zone

Slow Zones are set up when:

a) whenever a group of three (3) or more people will be on, across or near the right-of-way for thirty (30) minutes
b) when required by the integrity of the right-of-way
c) to protect the workers and the equipment in a work area from passing trains.

R12.7 Responsibilities for setting up a Slow Zone

R12.7.1 The department in charge of the work is responsible for setting up, repositioning and removing a Slow Zone.

R12.7.2 *Flaggers* are responsible for verifying that a Slow Zone is properly installed and must be present during installation.

R12.8 Improperly set up Slow Zones

Flaggers have the responsibility of bringing an improperly set up Slow Zone to the attention of the work crew leader. If the condition is not corrected, the *Flagger(s)* should then contact the Controller and request the assistance of supervision *(Supervisor, Instructor or Transportation Manager). Workers and flaggers must leave the ROW and remain off the ROW until supervision arrives. Supervisor, Instructor or Transportation Manager will evaluate and make any necessary correction(s).*

R12.9 Requesting assistance for unauthorized people on the right-of-way

Employees must request that *CCO* notify law enforcement personnel in all cases where an unauthorized person on the right-of-way is placed onto a CTA train so that the individual is taken into custody and charged with criminal trespass.

R12.11 WA Warning System

R12.11.1 Whenever personnel are present on the right-of-way within a WA warning zone, the WA Warning System must be activated to alert operators of your presence in the area.

R12.11.2 The WA Warning System must be used in addition to any slow zones, even if part or all of the slow zone overlaps or is located within the Workers Ahead warning zone.

R12.11.3 Before entering the WA warning zone at track level, check the WA warning light to see if the system is turned on. Notify the Rail Controller that you will be turning the system on (or that it is already activated). If the system is already on, leave it turned on; it indicates that other workers are already in the WA zone. Notify other workers present that you are also working in the WA zone.

R12.11.4 When exiting the right-of-way and/or leaving the WA Zone, the WA Warning System must be deactivated provided that the affected WA Zone is clear of all workers. *CCO must be informed when turning on/off the WA Warning System.*

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